

JOSE GONZALES

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OBJECTIVE

To obtain a summer internship in the field of information systems, utilizing my strong technology and management skills.

EDUCATION

The Wharton School, University of Pennsylvania - Philadelphia, PA

Candidate for Bachelor of Science in Economics, May 2010
Concentration in Operations and Information Management (OPIM)
Minors in Music with concentrations in the History of Music and Music Theory
Activities: Phi Gamma Nu Professional Business Fraternity (Secretary: 2007 - 2008)
Model United Nations (Assistant Crisis Director: 2006 – 2007)

Jesuit High School - Tampa, FL

Valedictorian of the Class of 2006, National Hispanic Scholar, Florida Academic Scholar.

LEAD Business Institute for Minorities at the University of Minnesota - Minneapolis, MN

Attended four-week business program in July 2005. Completed courses on introductory business concepts including Accounting, Marketing, Finance, and Economics.

RELATED EXPERIENCE

Startec Global Communications - Bethesda, MD

Procedural Consultant working under Associate Vice President of Global Carrier Service (May 2008 - August 2008)

Edited and updated departmental procedural handbook for Network Operations Center (NOC). Assisted in planning and implementation of department's transition to new location. Worked with Global Carrier Services to audit cellular rates offered to other companies. Worked on various projects with Pricing Division and helped in development of new Small to Medium Enterprise Division (SMED).

Career Services, University of Pennsylvania - Philadelphia, PA

Database Manager for the Wharton School area of Career Services (September 2007 – Present)

Develop and format divisional databases containing information on past graduates. Develop applications for querying database. Create new web pages.

OPIM Department, The Wharton School - Philadelphia, PA

Computer Programmer (July 2007 - May 2008)

Performed web design, database development, network maintenance, hardware and software installation and support. Worked extensively with Microsoft Access. Served as Project Leader for department-wide hardware maintenance project. Assisted in Java development project within department.

Pitney-Bowes Management Services - Tampa, FL

Office Services Employee and Copy Center Supervisor, Client Service Group/Wausau Insurance (April 2006 - August 2006)

Provided mail and supplies service and distribution for client. Filed, sorted and researched claims and records. Trained new employees in Copy Center.

COMPUTER APPLICATION EXPERIENCE

- ◆ Software: Microsoft Office Suite, Microsoft SQL Server.
- ◆ Languages: HTML, basic Java and Visual Basic, C

SKILLS

- ◆ Bilingual (English and Spanish)