

# Jose Perez

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## EDUCATION

**University of Rhode Island**, Kingston, RI

May 2024

Bachelor of Science: Green Business, minor in Psychology

- Verrecchia Scholar, Talent Development Scholar

## RELATED COURSEWORK

- **Completed:** Environmental & Natural Resource Economics, Environmental Economics & Policy, and Natural Resource Conservation
- **In Progress:** Financial & Managerial Accounting, Legal Environment of Business
- **Scheduled:** Organizational Behavior, Marketing Principles and Supply Chain Management

## SKILLS

- Computer: Microsoft Office (Word, Excel, PowerPoint)
- Clear communicator, skilled in teamwork and experienced working with peers to executive level staff
- Bilingual with fluency in Spanish, beginner level Italian

## PROFESSIONAL EXPERIENCE

**Rhode Island Commerce**, Providence, RI

May 2023 - Present

Clean Energy Intern

- Rotate between logistics, operations, sales, marketing, and management to understand how all areas work together for business continuity and success
- Research clean energy solutions internationally, develop report of findings, and present to management
- Observe business meetings between nonprofit and governmental stakeholders
- Understand the alternative energy business, trends in the field, and labor market demands

**URI Gender and Sexuality**, Kingston, RI

January 2022 - Present

Front Desk Staff

- Administrative duties: answer phones, schedule appointments, fax, copy and scan documents
- Greet guest, give building tours, and triage questions and concerns

**Dunkin Donuts**, Narragansett, RI

April 2021 – December 2021

Customer Service Staff

- Demonstrate clear communication skills with customers and team members
- Train new staff members on system and company expectations

## VOLUNTEERING

**RhodyThon** (January 2022 - Present): initiate phone calls requesting donations, and document financial pledges from URI alumni

**St Michael's Church** (November 2019 - Present): annual Thanksgiving dinner, serve community members

**Save the Bay** (May 2020 - Present): participate in 2-4 beach clean ups a year

**Be 5K** (April 2021, April 2022): set up tables and break stations, check in runners, and clean up

## EXTRACURRICULAR

Intramural Volleyball (2021- Present)

URI Hiking Club (2022 - Present)

RI Toastmasters (2020 - Present)