

Geraldo Reyes

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702-823-6250

San Jose, CA

SUMMARY OF QUALIFICATIONS

- 2+ years experience working with advisors, supervisors, mentors, university personnel, and 50 first-generation college students.
- 1+ year experience of record maintenance and management, archiving, and documenting confidential information.
- Basic knowledge of asphalt theory to determine use in heavy, medium, or light traffic.

EDUCATION

B.S. Civil Engineering, GPA: 3.01

Expected 12/2016

San Jose State University, San Jose, CA

Coursework: AutoCAD Design, Construction Materials, Engineering Reports, Fluid Mechanics, Plane Surveying, Statics

COURSE PROJECTS

Tower Lawn Topographic Map, San Jose State University, San Jose, CA

1/2013-5/2013

- Collaborated in a team of 4 to produce a topographic map of Tower Lawn at San Jose State University.
- Surveyed land with Leica equipment, located utilities, measured drip line of trees, and recorded data.
- Designed topographic map with AutoCAD that included contour lines, drip lines, and utilities. Received an A grade.

Wind Turbine Project, San Jose State University, San Jose, CA

1/2012-5/2012

- Led a team of 3 to design and build a wooden wind turbine model.
- Assessed the quality of available materials in class and determined a small cost of qualitative materials will increase efficiency of turbine.
- Constructed wind turbine lit 8 small bulbs and was commended highest tensile strength out of 6 groups. Received an A grade.

EXPERIENCE

Peer Mentor, MESA Engineering Program, San Jose, CA

8/2014-Present

- Responsible for supporting the successful transition of 15+ first-generation college by providing advice and coaching them of their graduation requirements through bi-weekly meetings.
- Collaborate with peer mentors in the planning of academic, social, and professional development events to increase the graduation and retention rate of nearly 300 students.
- Maintain detailed documents of a student's personal, academic, and professional development.

Lead Mentor, EOP I Can/I Will, San Jose, CA

8/2013-5/2014

- Empowered 35+ students by developing own self-esteem and self-efficacy and disseminated information on study skills, time-management, on-campus organizations and resources, and resume building.
- Processed the work hours of 4 employees and submitted report to supervisor on a monthly basis.
- Coordinated interview process for 30+ new hires including the initial phone interview screening.
- Worked in a team that included supervisors, advisors, and mentors to ensure a successful transition of 70+ first-generation African-American and Latino students.

Co-Chair, Science Extravaganza, San Jose, CA

8/2012-2/2013

- Led a group of 8 peers in the planning, organizing, and implementation of a one-day S.T.E.M event for 400+ middle school students.
- Fundraised \$12,000 from industry, student body government, and the College of Engineering to support the event.
- Recruited and managed over 20 professionals and 100 college volunteers to conduct workshops, lead activities, and provide supervision for the youth.

ACHIEVEMENTS

MESA Scholarship Award Recipient

2013-2014

SKILLS Computer: AutoCAD, Microsoft Word, Excel.

Language: Conversational Spanish.