

JC AMAYA

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EDUCATION

University of Nevada, Reno

Bachelor of Science in Finance

RELEVANT SKILLS

- Financial & Data Analysis (Excel, Google Sheets)
- Microsoft Office Suite (Excel, PowerPoint, Word)
- Process Improvement & Operations Efficiency
- Bilingual: Spanish (Professional Proficiency)
- Adobe Creative Suite
- Communication, Leadership, Cross-functional Collaboration

PROFESSIONAL EXPERIENCE

Groundworks – St. John’s Community Health Clinics

Political Campaigner

Los Angeles, CA | May 2025 – July 2025

- Analyzed community engagement data to optimize outreach strategies and improve efficiency
- Tracked high-volume interactions and identified trends to support decision-making
- Developed communication strategies that increased participation and engagement

Integral Community Solutions Institute

Production Team Leader (Youth Projects)

Fresno, CA | May 2023 – July 2025

- Led team operations, coordinating timelines and resource allocation
- Monitored performance metrics and implemented process improvements
- Trained and supervised team members to improve workflow efficiency

Associated Students of the University of Nevada – Pack Rides

Driver / Navigator

Reno, NV | Oct 2024 – Mar 2025

- Managed transportation logistics and optimized routes
- Ensured safety compliance and reliable service delivery
- Built strong customer service skills through user interaction

TransferFIT – University of Nevada, Reno

Mentor & Teaching Assistant

Reno, NV | Aug 2024 – Dec 2024

- Guided students through academic planning and goal setting
- Facilitated communication between students and faculty
- Evaluated progress and provided structured feedback

UNR Housing & Food Services – Central Desk

Front Desk Attendant

Reno, NV | Aug 2024 – Oct 2024

- Managed front desk operations and administrative tasks
- Maintained organized records and information flow

Indian Grocery Store

Team Member

Fresno, CA | May 2024 – Aug 2024

- Assisted in inventory management and stock organization
- Supported daily operations in a fast-paced environment

University of Nevada, Reno

Digital Media Checkout Specialist

Reno, NV | Apr 2024 – May 2024

- Managed inventory of high-value technology assets

- Tested and evaluated new technology for usability
- Ensured tracking and functionality of equipment

LEADERSHIP & VOLUNTEERING

- Nevada Student Ambassador
- Latino Pre-Law Association Member
- Central California Food Bank Volunteer
- Key Club Volunteer