

Job Emmanuel Almarez

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Major: Management Information Systems | Minor: Information Science and Technology

HONORS & AWARDS

Honors: University Honors Program, Fox Honors Program

TECHNICAL SKILLS

Project Management: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace

EXPERIENCE

Hampton Bays School District Technology Department, Hampton Bays, NY

July 2024 – August 2024

Intern

- Spearheaded repairs and troubleshooting of over 200+ Chromebooks, ensuring full functionality for students & staff
- Developed hands-on experience with computer hardware, including screen repairs & internal components
- Acquired valuable technical knowledge in diagnosing and fixing broken devices, preparing for the new school year

Personal Technology Blog (StructuredSolutions)

June 2024 – November 2024

Founder and Blogger

- Created and maintained a blog to share personal insights on technology and business solutions
- Authored articles based on personal experience and research in the field of technology
- Applied technical skills to develop and manage the blog's layout and functionality

EXTRACURRICULAR EXPERIENCE

Freshman Representative, Temple University Philippine American Council

November 2025 - Present

- First-ever Freshman Representative for TUPAC, bridging communication between first-year students and organizational leadership
- Plan and coordinate freshman-focused events to facilitate cultural connection and community integration for new Filipino-American students
- Support onboarding of first-year members by connecting them to resources, upperclassmen mentors, and TUPAC programming

Member, Association for Information Systems

August 2025 – Present

Member, Business Honors Student Association

August 2025 – Present

LANGUAGES

Native proficiency in Filipino

Advanced in English