

# Job Emmanuel Almarez

Philadelphia, PA | [job.almarez@temple.edu](mailto:job.almarez@temple.edu) | [E-portfolio](#)

## EDUCATION

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Temple University – Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration**

Major: Management Information Systems | Minor: Information Science and Technology | GPA: 4.0

## HONORS & AWARDS

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Honors: University Honors Program, Fox Honors Program

Awards: Dean's List: Fall 2025

## TECHNICAL SKILLS

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Software Development: Python, Visual Studio Code

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

Web Development: Wix

## EXPERIENCE

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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

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**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

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Native proficiency in Filipino

Advanced in English