

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

GPA: 3.98/4.00

Honors: Dean's List (Fall 2025 – Present), Fox Honors Program, Provost Scholarship

WORK EXPERIENCE

Hampton Bays School District Technology Department

Hampton Bays, NY

IT Support Intern

July 2024 – August 2024

- Repaired over 200+ Chromebooks, ensuring full functionality for students and staff before school year start
- 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)

Founder & Blogger

June 2024 – November 2024

- 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

Temple University Housing & Residential Life (UHRL)

Philadelphia, PA

Resident Assistant (Incoming)

August 2026 – May 2027

- Selected as Resident Assistant for the 2026-2027 academic year supporting residents and fostering inclusive community
- Responsible for on-call duty shifts, program planning, conflict resolution, and crisis response for assigned floor
- Facilitate student development through intentional programming, one-on-one mentorship, and resource connection

Association of Information Systems (AIS)

Philadelphia, PA

Chair of Information Technology (Incoming)

March 2026 – May 2027

- Selected as Chair of IT for the 2026-2027 AIS Executive Board, managing website, newsletter, and digital infrastructure for 200+ members
- Responsible for bi-weekly newsletter distribution, website updates, and calendar management to keep members informed of events and opportunities
- Collaborate with Director of IT on technical development workshops and digital solutions to enhance organizational operations

AIS Student Chapter Leadership Conference (SCLC)

Philadelphia, PA

Chair of Operations (Incoming)

March 2026 - April 2027

- Selected as Chair of Operations for SCLC 2027, a national case competition hosted by Temple University with 300+ attendees from AIS chapters nationwide
- Responsible for all on-site and logistical execution including venue setup, AV coordination, catering, signage, transportation, and day-of operations
- Collaborate with SCLC board teams to ensure seamless conference execution representing Temple University nationally

Temple University Philippine American Council (TUPAC)

Philadelphia, PA

Freshman Representative | Incoming Event Coordinator: Culture Chair

November 2025 – Present

- First-ever Freshman Representative for TUPAC, bridging communication between first-year students and the organization
- Plan and coordinate freshman-focused events to facilitate cultural connection and community integration for new Filipino American students
- Incoming Culture Chair responsible for event coordination & programming celebrating Filipino American identity on campus

CERTIFICATIONS

Google Analytics, Google Digital Academy

February 2026

TECHNICAL SKILLS

Software Development: Python, Visual Studio Code

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

Web Development: Wix