

Jovany Cardenas Vargas

Career Center Student Worker

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◦ Skills ◦

Programming Languages

Java, Python, HTML, CSS, JavaScript

Soft Skills

Critical Thinking, Problem Solver,
Punctual, Flexible, Fast Learner,
Communication, Fast Typer (65+ WPM),
Team Collaboration, Computer
Applications, Web Development,
Troubleshooting, Organization,
Adaptability, Graphic Design

Languages

English, Spanish

◦ Awards ◦

SkillsUSA State Champion

SkillsUSA CA

April 2025

SkillsUSA State Champion

SkillsUSA CA

April 2024

SkillsUSA Nationals Silver Medalist

SkillsUSA

June 2023

SkillsUSA State Champion

SkillsUSA CA

April 2023

Summary

Motivated Computer Science student at Allan Hancock College with experience with student services and academic programs. Excited to apply my technical, organizational, and personal skills to support the College Corps program, contribute to student success, and continue growing professionally in a service-oriented environment.

Education

Allan Hancock College

Computer Science

Associates in Science for Transfer

August 2022 - Present

Active in campus life through programs and clubs including SkillsUSA, Computer Science Club, Science & Engineering Club, MESA, and EOPS

Experience

Allan Hancock College

College Corps Program Specialist (Substitute)

September 2024 - December 2024

- Served as the interim Program Specialist, supporting the daily operations of the College Corps program during a staff vacancy.
- Met regularly with fellows to address concerns, track hours, and provide individualized support.
- Conducted site visits with Community Host Organizations (CHOs) to ensure successful placements and resolve any issues.
- Collaborated with staff to plan and execute events, monthly meetings, and training sessions.
- Communicated with fellows to ensure timely submission of required documents and program paperwork.
- Designed graphics, flyers, and digital materials for outreach and promotional materials.
- Maintained and organized program inventory and ensured day-to-day operations ran smoothly and efficiently.
- Supported fellow recognition events and field trips, managing logistics and follow-through.

◦ Memberships ◦

AHC SkillsUSA

President

2024-25

AHC SkillsUSA

Vice-President

2023-24

AHC SkillsUSA

Secretary

2022-23

SkillsUSA

Competitor

2022 - Present

Experience

● **Allan Hancock College**

Career Center: Student Worker

October 2022 - Present

- Greeted and assisted students with career services including resume creation, cover letters, typing tests, career exploration, and online job applications.
- Scheduled and communicated with students regarding counseling appointments, staff appointments, job resources, and workshops.
- Supported programs such as College Corps and SkillsUSA with logistics, outreach, and student engagement.
- Assisted at events including Career Exploration Day, Career Carnival, College Corps Events, SkillsUSA Events, workshops, and more.
- Maintained office efficiency by updating procedures, organizing materials, and completing administrative tasks.
- Assisted College Corps with inventory management, file organization, communication with fellows, and onboarding/offboarding processes.
- Created and uploaded social media content to promote events and keep students informed.
- Helped prepare materials, organize supplies, and support the execution of fellow training, orientations, and recognition events.

● **Santa Barbara County Education Office**

Early Care & Education Office: Student Intern

January 2022 - April 2022

- Supported office operations by making phone calls, greeting guests, and handling incoming/outgoing mail
- Filed, organized, and reviewed important documents to ensure accuracy and compliance with program requirements
- Entered confidential data related to program eligibility and student records with attention to detail
- Assisted with preparing and distributing materials for families and staff
- Gained valuable administrative experience and improved organizational and communication skills through hands-on responsibilities

● **Cardenas Bros Farming Inc.**

Agriculture Worker

Summer 2021 & 2022

Performed various tasks in strawberry fields including harvesting, operating heavy machinery (trucks, tractors, and more), stacking pallets, and assisting supervisors with field operations.