

# THANH LUU

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## OBJECTIVE

A motivated individual is highly dedicated, friendly, outgoing and detail-oriented seeking any an internship of Management Information Systems.

## EDUCATION

**Bachelor of Science, Management Information Systems** Sep 2019 – May 2021

San Jose State University, San Jose, CA

**Related courses:** Systems Analysis and Design, Fundamental of Operations Management, Fundamental Information Systems.

**Related Projects:** Official Solution, Tiffany and Co Forecast's Analysis, Information System Project of Osshirts.

**Associate of Arts – Transfers, Business Administration** Sep 2015 – May 2019

Evergreen Valley College, San Jose, CA

**Related courses:** Microsoft Excel, Accounting for Income Tax, QuickBooks, Program Design and Development, Accounting.

## WORK EXPERIENCES

**Instructor Helper**, Evergreen Valley College, San Jose, CA Sep 2018 – May 2019

- Prepared documents for 5 – 6 business classes, collected homework, and graded homework, quizzes and exams, checked quizzed or exams on paper and Canvas.
- Created files in highly-skilled by Microsoft Word, Microsoft Excel, and Canvas.

**Cashier**, Pac International Supermarket, San Jose, CA Sep 2015 – Sep 2018

- Served over 200 customers per day from Asian Community, Silicon Valley Area, including restaurants, and retail stores. Worked closely with management on monitor operating and cash register system.
- Led and trained new staffs on operating and cash register system for cashier procedures.

**Cashier**, Lion Food Center, San Jose, California Sep 2014 – Aug 2015

- Served over 300 customers per day from Asian Community with cash register systems.
- Ensured pricing and acted well-versed in performing credit, debit, gift card (Visa), and cash transactions. Worked in multitask in a fast-paced environment and teamwork

**Event Sales Specialist**, Sho-fe, Ho Chi Minh city, Vietnam Apr 2014 – Jul 2014

- Researched and found the source of potential customers.
- Managed information for each event.

## SKILLS

- Can speak English/ Vietnamese.
- Knowledge with Microsoft Office including Outlook, Word, and Excel, PowerPoint, Canvas, Python.

## AWARD

- Enjoy drawing and looking for information of new technologies.