

Adriane Nguyen

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Education

San Jose State University

Business Administration, Management Information Systems

San Jose, CA

December 2026

Irvine Valley College

Associate in Science – Transfer in Business Administration

Irvine, CA

December 2023

La Quinta High School

Graduated with silver honors.

Westminster, CA

May 2019

Experience

South Orange County Community College District

Project Specialist

Irvine, CA

May 2022 – May 2023

- Contacted students with class registration reminders through phone calls and emails.
- Directed students to proper campus offices and staff members to address their questions and concerns.
- Recorded student responses about class registration through Excel.
- Organized Excel responses into presentation for managers and upper management.
- Collaborated with multiple offices on campus to efficiently distribute information to students.

Skills & Interests

Technical: Excel