

# Alex Tran

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## EDUCATION

**Bachelor in Business Administration (BBA), Business Administration, Management Information System** June 2022 - May 2024

San Jose State University, San Jose, California, 3.55 GPA

- Major in Management Information System

Relevant Coursework: Accounting, Calculus, Basic Visual to Arts, Computer Literacy, and Fundamentals of Management Information System

**Associate Degree in Business Administration, Business Administration, Human Resources** June 2020 - June 2022

De Anza College, Cupertino, California, 3.61 GPA

- Major in Human Resources

Relevant Coursework: Accounting, Business Statistics, Microeconomics and Macroeconomics

## PROJECT EXPERIENCE

**Medical Field Member**, Health Occupational Students of America August 2018 - July 2020

- Constructed a competitive team and created a strategy to study for an event specifically requires lots of word and definition memorization to be top 5.

**Real Estate Company**, HAL Properties April 2022 - Present

- Opened a business as a CEO with 2 Business CEO Partners, opened an LLC, constructed a plan to scale business, and website development.
- Created a business with 2 business partners to rent a residential/vacation home and lease for a short period of time on Airbnb and Vrbo.

## WORK EXPERIENCE

**Busser, Food Runner, Restaurant Server**, Q Pot Korean BBQ & Hotpot, San Jose, California April 2021 - September 2021

- Developed skills in a fast-paced environment while maintaining a high level of customer service for long hours and managed a team of 4 to contribute customer service.
- Operate basic restaurant skills (Cashier, Customer Service, Memorized all products to recommend to new customers, Cleaning).
- Deliver 5 Star Customer Service by greeting customers, service drinks before seated, and serve food.
- Communicate with franchise owners, managers, and coworkers to enhance service skills and contributed to improve restaurant repairs and maintenance.

**Swim Instructor and Lifeguard**, ClubSport, San Jose, California August 2019 - December 2019

- Taught a group of students to develop swimming techniques, conduct a swimming program for each student, and assist individual students to enhance swimming techniques on various styles.
- Maintained a positive attitude to swimmers, gathered swimming analysis feedback to identify critical areas of improvement, and deliver communication with parents.

## SKILLS

**Language:** English and Vietnamese

**Computer Literacy:** Advance in Google Apps (Slides, Docs, Drive, Meet), Up to Date with Social Media (Facebook, Instagram, TikTok, Discord). Took 3 coding classes to improve on computer literacy to code.

**Teamwork:** Worked and communicated with a team of 3-4 to provide the best customer service or group project

**CPR Certified:** CPR Certified twice for work and school

## INTERESTS

- Track and Field: Joined track team in middle school to highschool (2015-2020). Ran in varsity track team and as a team captain, it allowed to become a leader and lead a team to victory.
- Interest: Gym Fanatic, Real Estate, Investments, Re-seller, San Jose State University Management Information System, and San Jose State University Marketing Association Member.