
Anand Biju

San Jose 95123 CA
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SKILLS

Technology: Microsoft Office, Google Apps, Microsoft Windows, MacOS, Quickbooks

Interpersonal: Leadership, Communication, Teamwork, Problem-Solving

Languages: English, Malayalam, French (elementary fluency)

EXPERIENCE

Children's Discovery Museum, San Jose - *Volunteer*

June 2018 - December 2018

- Assisted in the opening/closing procedures of the Museum and actively interacted with children and adults to enhance their enjoyment and learning experiences.

Mcdonald's, Cupertino - *Cashier & Drive-Through Operator*

January 2019 - July 2019

- Helped effectively take and deliver orders of customers in-person and operate the drive-through service.

Citybeach, Santa Clara/Fremont - *Volleyball Coach & Frontdesk Assistant*

March 2020 - April 2022

- Prepared the team through practice sessions teaching gameplay and sportsmanship to compete in various tournaments.
 - Handled client and customer support in booking event space, scheduling practice times, and guiding area setup.
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EDUCATION

San Jose State University, San Jose - *Business Administration*

August 2019 - May 2023

Relevant Coursework: Financial Accounting, Fundamentals of Finance, Statistical Analysis, Intro to Marketing, Legal Environments of Business, Business Information Systems