

# Andrew Tam

FREMONT, CA

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## WORK BACKGROUND

### Field Monitor, City of Fremont

*JUNE 2021-PRESENT*

- Supervision of user fee classes and private group uses
- Perform variety of activities including office work, answer telephones, and assist facility visitors
- Interpret Department policy for facility renters
- Light lifting and moving of equipment

### Digital Marketing Specialist, Lively Habits

*JUNE 2022-PRESENT*

- Create marketing posts with canva to promote Lively Habit's cause through social media channels such as Instagram, Twitter, and Facebook
- Utilize google ads to promote Lively App and a series of Lively Video to educate, motivate, and condition people for a low-maintenance healthy life
- Help increase ad impressions and clicks to 6k and 500+ respectively

### College Corps Fellow, Americorps

*AUGUST 2022-PRESENT*

- Teaching underserved youth (4th-5th graders) computer programming curriculum using scratch
- Help combat real world issues such as education, hunger and food insecurity
- Actively participate in trainings, team meetings, and weekly seminars
- Develop enrichment materials and unplugged kits with a team

### Internship, Success Training Institute

*AUGUST 2022-NOVEMBER 2022*

- Promote the Success Training Institute courses and scholarship programs
- Create videos emphasizing the importance of soft skills in developing better business professionals
- Work on creative blogs that showcases how soft skills can help high school students figure out their future aspirations

## PERSONAL PROFILE

MY NAME IS ANDREW TAM AND I'M A MIS MAJOR AT SJSU. I WORK THROUGHOUT SCHOOL TO PAY FOR EDUCATION AND DEVELOP MY BUSINESS ACUMEN IN FUNCTIONAL AREAS SUCH AS MARKETING AND INFORMATION TECHNOLOGY.

## ACADEMICS

### San Jose State University

*BUSINESS ADMIN, MIS*

*CONCENTRATION, BS*

*SPRING 2024, GPA: 3.8*

## COURSE EXPERIENCE

- Intro to Python
- Intro to Marketing
- Global Dimension of Business
- Fund Management and Org. Behavior

## SKILLS & INTERESTS

- Microsoft Excel
- Canva
- Google Ads
- Office Skills
- Leadership
- Communication

## LINKEDIN

[www.linkedin.com/in/andrew-tam-](https://www.linkedin.com/in/andrew-tam-)