

# ANDY CHEN

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## EDUCATION

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San Jose State University, B.S., Business Administration, Concentration in Management Information Systems (MIS), 2026 - GPA: 3.764

## PROFESSIONAL WORK EXPERIENCE

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### Resident Advisor - SJSU, San Jose, CA

Aug 2023 - Present

- Collaborate with peers through weekly meetings to plan initiatives and programs for Residents to attend, fostering an environment for community to flourish while providing enrichment
- Leading the organization & marketing events through advertisement creation on Canva, sending out mass emails to Residents, & conducting door knocks in attempts to increase engagement
- Conflict resolution training, applied to roommate conflicts
- Managing & upholding Residents and peers to policies, ensuring the physical and holistic wellness of our community.
- Working on-call, prepared for crisis response & detailed documentations of events through reports

### Employee - La Lune Sucree, San Jose, CA

Aug 2023 - Present

- Provide positive experience with customer service.
- Managing weekly & monthly cleaning, including creating a Google sheet to and monthly checks to ensure store's cleanliness is maintained
- First hand experience with inventory, stock, & costing strategies

## QUALIFICATIONS

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### Relevant Coursework:

- Business Statistics, learned how to work with data to create graphs & pivot tables and come to conclusions based on results
- Intro Business Programming, collaborated on multiple team projects to produce interactive menus using branching & selection

### Technical Skills:

Google Suite  
Excel Sheets

Basic SEO  
Visual / Graphic Design

Basic Python  
Word

## ADDITIONAL INFORMATION

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Sep 2022 - Present

**Languages:** English, Cantonese

**Certifications:** Getting Things Done (Linked-in Learning), Food Handlers Certification

### Awards/Activities:

- Heart of Gold Award, for always bringing warmth, kindness, & empathy to every situation. (Awarded - May 15th, 2024, by Mara Tinajero Daza & Christian Cisneros, SJSU)
- Vietnamese Student Association (VSA), SJSU
- Management Information Systems Association, SJSU