

Anh Nguyentan

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Education

San Jose State University

August 2021 - Present

B.S in Business Management, Management Information Systems

Organizations: Educational Opportunity Program, Sigma Alpha Epsilon, Vietnamese Student Association (V.S.A.).

Business Course Projects

Analysis of Cadence Design Systems, Inc

- Collaborated with another student to assess risk factors and challenges faced by Cadence Design Systems Inc, as well as its current status quo using January 1, 2022 Annual Report and Form-10k of Cadence Design Systems, Inc.

Utilizing Microsoft Excel to Solve Problems

- Analyzed arithmetic problems and used numerous Microsoft Excel functions to solve them in an efficient manner.

Experience

SJSU Educational Opportunity Program - Peer Mentor

Aug. 2023 - Present

- Advise a cohort of 15+ new college students through meetings and provide them with academic resources that help them meet their goals and succeed in college.

Sigma Alpha Epsilon - Graphic Design Officer

June 2023 - Present

- Communicated directly with the Recruitment Officer throughout the summer to produce marketing materials for recruitment in the fall semester.
- Collaborated with different officers in the Recruitment Committee to make sure the marketing product is peer-reviewed and aligns with the recruitment's vision.
- Heavily utilized constructive feedback from other officers to consistently improve performance and quality of products.

SJSU Educational Opportunity Program - Summer Assistant

July 2023 - Aug. 2023

- Assisted the Summer Program's advisors by coordinating meetings and providing administrative support to over 15+ Summer Program participants to meet program goals.
- Maintained and consistently updated program documentation and reports on a daily basis.

Vietnamese Student Association - Mentorship Program Coordinator **Feb. 2022 - Mar. 2022**

- Collaborated with 17 other program committee leaders to plan and organize 13-15 events for over 300+ members for mentees to connect with mentors and vice versa.
- Led large group activities that resulted in members of the Mentorship program fostering new friendships and connections with one another.

Duchuan Multiservice Center - Office Assistant

Jan. 2021 - April 2021

- Organized transaction receipts and clients' file folders to store clients' tax information resulting in an improved and organized filing system.
- Cooperated with other assistants to complete given assignments in an efficient pace and manner, resulting in a high output of productivity.

Additional Skills

Microsoft Office • Interpersonal Communication • Collaboration • Leadership • Perseverance