

Anh Ton

(669) 238-9359

anhnton1109@gmail.com

SUMMARY

Motivated management information system student seeking a part-time job or internship to gain hands-on experience. Outgoing and friendly with a strong drive to succeed.

EDUCATION

Milpitas High School — Milpitas, CA 08/2014 - 06/2018
High School Diploma

De Anza College — Cupertino, CA - GPA 3.7 09/2018 - 06/2021
Associate in Science - Transfer Degree of Business Administration

San Jose State University — San Jose, CA - GPA 3.7 08/2021 - Expected 12/2023
Bachelor of Business Administration - Management Information System

WORK EXPERIENCE

Oceanic Foot Spa — Receptionist (09/2020 - 08/2022)

- Pulled customer records and transferred information to Mindbody software.
- Transmitted information or documents to customers through email.
- Located and retrieved files, assisting the public with general information.
- Verified record copies before handing each over to check for and remove unnecessary details.
- Proofread documents carefully to check the accuracy and completeness of all paperwork.
- Handled incoming calls and directed callers to the appropriate department or employee.

Foothill-De Anza Police Department — Police Student Aide (01/2020 - 04/2020)

- Fielded phone calls, answered questions, and took messages for officers.
- Handled various administrative tasks daily, filed paperwork, and typed memos.
- Followed the department's data integrity processes to verify case confidentiality and record information.

VOLUNTEER - Milpitas High School

- Volunteer Teacher Assistant
- Volunteer Cashier at Snack Shack

SKILLS

- Computer skills - Microsoft Office
- SQL
- Python
- Information Technology
- Customer Service
- Entry Data
- Data Collection
- Communication
- Organizational skills
- Team Work

LANGUAGES

English & Vietnamese