

Austin Cao

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Objective

To obtain an internship position where I can leverage my coursework and database experience with Excel into real world applications. My goal is to provide top level support and accurate reporting to help drive key business decisions for all involved stakeholders.

Education

De Anza College | September 2021 – June 2023

Associates of Science for Transfer: Business Administration | Summa Cum Laude | GPA: 4.0

San Jose State University | Expected August 2023 – May 2025

Bachelor of Science in Business Administration: Management Information Systems (MIS)

Coursework: Business Information Systems, Financial & Managerial Accounting, Statistics, Calculus, Python Programming, Fundamentals of Management Information Systems, Database Management Systems, Computer Networking, Systems Analysis and Design.

Skills

Microsoft Office, SQL, VB.net, Python, Intermediate Vietnamese, teamwork, communication, can adapt quickly.

Certificates

- Google Data Analytics Professional Certificate | Expected October 2023
- Google Project Management Professional Certificate | Expected December 2023

Work Experience

Vietnamese Dress Tailor Inventory Manager | Family Business

May 2019- September 2020

- Used Excel to manage inventory for fabrics, materials, and other assets.
- Created financial model that showed how much a potential dress would cost based off material and measurements.
- Provided monthly reporting with Pivot Tables.

Logistics processor | Nordstrom inc.

June 2021- December 2021

- Used VLOOKUP and Pivot tables to manage and track inventory of the women's shoe department.
- Worked closely with team and leaders to complete set tasks and goals.
- Was recognized as the top performer in my department in 2021.

Media/Content Editor | YouTube

April 2018- June 2019

- Software used: Cloud storage (Google Drive, Dropbox), Excel, Adobe Suite.
- Learned popular techniques by studying and remaking content from top creators.
- Collaborated with other teams to build videos that averaged 100k views.

Personal Projects

Financial Analysis for Johnson and Johnson

- Collaborated with team to analyze financial accounting reports on Tableau for Johnson & Johnson's fiscal years of 2018 – 2022.
- Calculated & determined the company's standing with investors and predicted upcoming future financial trends.
- Presented findings with a group in a mock shareholders meeting.

Sales report Analysis

- Organized and analyzed data for a sales report of multiple department stores across the country.
- Built models of the data to easily show trends of sales, reports of sales reps, and top performing stores.
- Calculated and predicted possible upcoming sales, revenue, and commission cuts.

Personal Cloud Server for Video game creation

- Built and managed a secure data server on my PC allowing for users to connect across the internet to collaborate in real time on a project.
- Analyzed internal data of the server to determine optimal server speed, memory, and load.
- Able to transfer and store data across different devices using high speed cloud network.

Interests and Hobbies

Music, K-pop, anime, Track and Field, coding, cooking, content creation,

Fun tidbit: Have a professional sushi knife and make sushi often, even started a small business selling sushi.