

# Billy Nguyen

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## EDUCATION

### San Jose State University

Bachelor of Business Administration - Management Informations Systems

San Jose, CA

May 2024

- GPA: 3.79
- President's Scholar
- Relevant Coursework: Business Programming, Financial & Managerial Accounting, Fundamentals of Management Information Systems, Systems Analysis and Design

### Google

Data Analytics Professional Certificate

Online

February 2022 - July 2022

- Completed extensive six month job-ready Google Career Certificate training
- Demonstrated hands-on experience with data cleaning, data visualization, project management, interpreting and communication data analytics findings
- Confidence in transforming complex data into clear insights
- Fluency in computer programming languages and a solid understanding of databases

## EXPERIENCE

### Project Controls and Business Management Intern

Sandia National Laboratories - Internship

Albuquerque, NM

March 2022 - August 2022

- Assembled presentation deck for 125 countries regarding their budget for nuclear training and respective nuclear security programs using FY22 Annex
- Created pivot tables on Excel Sheets for respective countries that were under Sandia National Laboratory contract, and evaluated tables to confirm a 10% budget carry-over
- Analyzed FY22 Annex reports of Asia, North America, Europe, Africa, and South America using Oracle E-Business Suite (EBS) software to carry over budgets to FY23 Annex
- Utilized PHP to generate and maintain a website, used to update 600+ employees about current events within each respective branch

### Sales and Service Expert

24 Hour Fitness

San Jose, CA

August 2021 - March 2022

- Exceeded sales quotas by 30% every month by generating leads through 30-45 phone calls and emails per day
- Utilized PowerBI to track monthly sales and turn several sources of data into coherent and interactive insights.
- Acted as co-manager, consulting with team members with effective selling techniques to increase sales revenue each month by 20-30%

## LEADERSHIP EXPERIENCE

### Interact Club - Silver Creek High School

President

San Jose, CA

August 2019 - June 2020

- Collaborated with officer team to meet annual monetary and community club goals
- Directed, designed, and facilitated weekly club meetings for 400+ members and 9 officers
- Served as liaison between home club and sponsoring Rotary Club
- Applied social media marketing strategies in order to attract up to 300 volunteers for over 30 events

Event Coordinator

August 2018 - June 2019

- Supervised and engaged with volunteer group of up to 70 people on a weekly basis
- Increased member involvement by over 10% through event planning
- Formulated community service hour tracker for 400+ members by utilizing formulas in Google Sheets
- Experienced in contacting several large organizations for collaboration

## SKILLS

**Languages:** Proficient Cantonese speaker, Intermediate Vietnamese speaker

**Softwares:** Adobe Suite, Google Suite, Microsoft Excel, Power BI, Python, SQL, BigQuery, Tableau