Brandon Ngo

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EDUCATION

Evergreen Valley College   **2020 - 2023**
Business Information Management for Transfer
San Jose State University
Business Management Information System   **2023-Present**
Evergreen Valley High School   **Graduated: May 2020**

VOLUNTEER EXPERIENCE

Happy Hollow Pumpkin Patch   **October 2016 – August 2019**
Volunteer   *San Jose, CA*

- Handed out food and beverages to customers, volunteers, and employees
- Provided customer service to pumpkin patch patrons by helping them select pumpkins
- Handled hundreds of dollars for transactions accurately and precisely
- Maintained safety protocols at all times by enforcing City of San Jose and Happy Hollow Pumpkin Patch code of conduct

Math Enrichment   **April 2017 – September 2019**
Teacher's Assistant   *San Jose, CA*

- Volunteered bi-weekly teaching younger students Math and English
- Supervised students on break ensuring safety standards were consistently followed at all times
- Organized extracurricular activities on-site and off-site
- Delivered efficient and courteous customer service on a daily basis
- Addressed customer complaints and helped resolve employee conflicts, becoming the frontrunner for handling grievances.

RELEVANT COURSEWORK

Computer and Information Technology 10   **February 2021 - May 2021**

- Researched multiple operating systems to determine the best fit for different businesses
- Determined hardware compatibility by building and diagraming personal computer schematics
- Hosted in-person and virtual meetings multiple times a week to review tasks and to meet deadlines
- Learned about Web and Mobile Applications through lectures and presentations

TECHNICAL SKILLS

- Software: Microsoft Office Suite, Google Suite, Adobe Suite
- Hardware: Routers, Wireless Access Points, Computer Peripherals
- Operating Systems: Mac OS, Windows, Linux
- Mobile Operating Systems: Android, iOS

SOFT SKILLS

- Communication

- Typing Speed 80 WPM / 98% Accuracy