**Chloe Le**

San Jose, CA | [chloetienle@gmail.com](mailto:chloetienle@gmail.com) | (858)-353-6271

**EDUCATION**A long, thin rectangle to divide sections of the document

**San Jose State University San Jose, CA**

*Major in Business Administrations/ MIS | GPA: 3.76 August 2022-Present*

**San Diego Miramar College San Diego, CA**

*Major in Business Administrations | GPA: 3.89 August 2020- May 2022*

**RELEVANT COURSEWORK & SKILLS**

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| * Micro- & Macro-economics * Statistics * Calculus * Financial & Managerial Accounting | * Course work in Python * Business Communication * Principles of Information Systems * Proficient in Microsoft Excel |

**WORK EXPERIENCE**

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**Mendocino Farm at Santana Row San Jose, CA**

*Front of House August 2022- Jan 2023*

* Greet incoming and departing Guests warmly with a genuine smile and eye contact while protecting the establishment and patrons by adhering to sanitation, safety, and alcohol control policies
* Performed all checkout procedures quickly and accurately each time, while also promoting the store credit card to customers.
* Assisted sales floor staff with stocking shelves, keeping front lanes tidy, and assisting guests when needed.

**Target Escondido, CA**

*Seasonal Fulfillment November 2021- January 2022*

* Transported, picked, and processed over 1,000 items of inventory daily by accommodating changing shipment schedules and collaborating with the general merchandise team
* Assembled and packed over 500 boxes per shift by carefully following company policies and procedures.

**Bobalicious San Diego, CA**

*Assistant General Manager February 2020- August 2021*

* Managed several aspects of store operations, organization, and inventory by asking for team feedback to solve any recurring problems efficiently.
* Mastered the POS and served over 500 drinks per shift by coordinating with the team to maintain a steady flow.
* Successfully managed social media and grew following by 300 followers by teaming up to create content daily to advertise new and old items.

**LEADERSHIP EXPERIENCE & ACTIVITIES**

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**Business Club at Miramar College San Diego, CA**

*President/ Vice President of Business Club September 2021- June 2022*

* Coordinated meeting times with officers and professors via email and Slack to ensure an adequate time to discuss critical decisions.
* Demonstrated leadership and attention to detail, resulting in a successful booth with 12 new students interested in the club at the club fair.