

DYLAN PHAM

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EDUCATION

JUNE 2025

B.S. BUSINESS ADMINISTRATION, SAN JOSE STATE UNIVERSITY

Major: Management Information Systems

EXPERIENCE

JANUARY 2021 – SEPTEMBER 2022

DATA ENTRY, MARINA MECHANICAL

- Provided effective communicative skills to solve problems
- Used SPSS and Excel analytical tools
- Maintained accurate data for over 1000+ entries a week
- Handled confidential information for clients
- Gathered power data with a focus on accuracy

AWARDS

- Mission Valley Regional Occupational Program Certificate of Achievement and Completion for Web Design
- Mission Valley Regional Occupational Program Certificate of Achievement and Completion for 2-D Animation
- Golden State Seal Merit Diploma

SKILLS

SOFTWARE:

- HTML, CSS, Intermediate Java Script skills
- Google Suite
- Microsoft Office Suite
- Adept computation skills
- Proficient data literacy

HARDWARE:

- Verify all incoming PCBs
- Assemble and solder prototype boards
- Work on RMA for internal customers
- Make custom test cables
- Familiar with modern consumer electronic devices

LANGUAGES:

- Fluent English
- Conversational Vietnamese

ABILITIES:

- Can learn how to operate new equipment and use new metrology techniques
- Can diagnose and correct process upsets
- Able to lift and transport up to 50 pounds on occasion and up to 30 pounds regularly
- Can quickly establish and manage complex cross-functional relationships
- Ability to collaborate with team members and situationally