

Chieu Anh (Genevieve) Le

Milpitas, CA 95035 | genevieve.le19@gmail.com | (669) 212-0934
linkedin.com/in/chieu-anh-le-584972302/

OBJECTIVE

Enthusiastic Business Administration student with a concentration in Management Information Systems, seeking a position in Software Engineering or Supply Chain or Data Analysis Internship. Familiar with SQL, HTML, and data visualization through academic projects. Passionate about developing technical skills and applying data analysis to solve real-world business challenges.

EDUCATION

Bachelor of Business Administration

Expected graduation May 2026

San Jose State University (*Concentration: Management Information System*)

Relevant courses: Python, Databases Management Systems.

Associate of Science in Business Administration

Aug 2022 - May 2024

Mission College

Summa Cum Laude

SKILLS

Programming Languages: SQL, Python

Data Analysis & Visualization: Tableau, Microsoft Excel

Software & Tools: Microsoft Office 365 (Excel, Word, PowerPoint), Canva

Database Concepts: ERD, Database Design

Languages: Bilingual in English and Vietnamese

EXPERIENCE

TRIO Student Support Assistant & Statistic Tutor

Aug 2023 - May 2024

TRIO Student Support Services, Mission College, Santa Clara

- Spearheaded a project to organize the program's Canvas landing page (learned HTML on the go), collaborating with team members to brainstorm and implement innovative solutions.
- Gathered and analyzed data for student recruitment, and applied data analysis techniques (Excel).
- Designed and implemented multimedia content for weekly workshops serving 50-200 students, along with promotional materials.
- Led the design and development of flyers and brochures, specifically targeting informational outreach to underserved student populations, including undocumented students, to increase program visibility.
- Balanced multiple roles as a tutor, student support assistant, and project collaborator between the Program Director and fellow staff.

PROJECTS

Customer Satisfaction Data Analysis Project

Jun 2023 - Jul 2023

- Worked on a team to analyze customer sales data for an e-commerce business, focusing on managing customer satisfaction throughout the shopping process.
- Designed an ERD detailing customer info, purchase history, and post-purchase interactions such as feedback and returns.
- Queried and organized customer data with SQL and proposed strategies to the team for improving customer experience based on data insights.

Basic Data Visualization in Tableau

Aug 2022 - Dec 2022, Jan 2023 - May 2023

- Created visual data reports using Tableau.
- Analyzed business data sets, producing charts and dashboards to visualize key insights.

CERTIFICATIONS

AMATYC Student Mathematics League: Recognition of Outstanding Achievement in the National Mathematics Competition (2023-2024)

ACTIVITIES

- Member, team player, Mission College Saints Women's Badminton
- Volunteer, AV support team, Calvary Chapel Mountain View

Aug 2022 - May 2023

Oct 2023 - Present