

Gage Yee

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EDUCATION

Bachelor of Science in Business Administration,

08/2023 - Present

Concentration in Management Information Systems (MIS)

San Jose State University, San Jose, CA, GPA: 3.776

Expected Graduation: May 2027

Related Coursework: Financial Accounting, Business Statistics, Computer Tools for Business, Introduction to Java, Introduction to Python

EXPERIENCE

Library Book Sale Volunteer, Pearl Avenue Branch Library, San Jose, CA 05/2022 - 07/2024

- Demonstrated strong teamwork and communication skills by working with a team of volunteers in restocking shelves with books, increasing organizational efficiency
- Assisted customers in delivering purchased book bags to their car, resulting in customer satisfaction
- Strengthened money handling and customer interaction skills as cashier and library bag seller. Contributed to total library book sale revenue of ~\$1000 per sale
- Reorganized library room in packing up chairs, tables, and carts into a storage room, facilitating a clean and tidy environment
- Implemented directions effectively from superiors and adapted to new roles when instructed, demonstrating flexibility of schedule and excellent listening skills

SKILLS

Technical:

Intermediate experience with Java, Python, and Excel

Proficient in Google Docs, Google Slides, Microsoft Word, and Powerpoint