

Hayley Bui

hayleynbui@gmail.com | (408) 373-3891 | www.linkedin.com/in/hayleybui

OBJECTIVE

A self-motivated student seeking opportunities that align with Management Information Systems to learn and acquire experience, as well as contribute to the advancement of the organization.

EDUCATION

Bachelor of Science - Business Administration, Management Information Systems

- Expected Graduation: May 2025
- San Jose State University, San Jose, CA*

WORK EXPERIENCE

Test Administrator

June 2023 – August 2023

Pearson Professional Center, Milpitas, CA

- Proficiently set up examination rooms, including verifying test materials, computer systems, and seating arrangements to ensure a standardized testing environment.
- Provided technical assistance to candidates with computer-based tests, including troubleshooting hardware or software issues.
- Contributed to the efficient and error-free administration of a high volume of tests, ensuring minimal disruptions for candidates
- Responsibly handled any issues or irregularities that arose during the testing process, following established procedures and protocols.

Lifeguard / Swim Instructor

May 2018 – June 2021

Milpitas Sports Center, Milpitas, CA

- Trained potential lifeguards with CPR, First Aid, AED, and lifeguard certification
- Enforced protocol procedures to ensure safety & comfort for employees & patrons
- Collaborated on coworker's schedules & patron activities

RELEVANT COURSEWORK

- Programming:
 - o Notable Project: Imported & analyzed data from Spotify using their application programming interface, visualized trends, summarized the data using Python
 - https://colab.research.google.com/drive/1Zo9QRAV6B2Jx4b9_xvwdG9vICtK6ZiuD?usp=sharing
- Database Management
- Systems Analysis and Design
- Business Operations and Management
- Data Analysis and Visualization
- IT Management
- Project Management
- Cybersecurity
- Digital Transformation

SKILLS

- Proficient in Microsoft Office
- Proficient with Apple Mac
- Proficient with Google Productivity Apps
- Client Relationship Management and Exceptional Customer Service
- Analytical and Critical Thinking
- Complex Problem Solving
- Staff Training and Development
- Strong Communication Skills

VOLUNTEERING and INTERESTS

- Volunteered over 150 hours to help provide support & relief for individuals in my community
- Varsity Water Polo Team Captain 2018 - 2020
- Varsity Swim Team Captain 2019 - 2021
- Leadership Awards : 2017- 2020
- Sportsmanship Awards : 2017 - 2020
- Passions: Reading, Culinary Arts, Volunteering