

Henry Vu

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OBJECTIVE

Seeking opportunities in an organization where I can refine my acquired skills and experiences and utilize it to provide meaningful contributions to the success of the organization.

EDUCATION

B.S., Business Administration, Management Information Systems

August 2022 – June 2026

San Jose State University, San Jose, CA, GPA: 3.72

Relevant Coursework: Introduction to Business Programming, Microsoft Excel, Public Speaking, Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics.

TECHNICAL SKILLS

Technology: Python Programming Language

EXPERIENCE

Project Intern, Vietnamese American Service Center, San Jose, CA

- Offering valuable and innovative ideas/insights enhancing an upcoming release of a youth-focused program (SPACE) by engaging in collaborative bi-weekly meetings and brainstorming sessions with co-workers and managers. Generating creative solutions and ideas, such as creating flyers, outreaching, and decoration.
- Perform office support duties, such as communicating with guests/clients, identifying their needs to point them to the right department, greet customers, take messages and organizing office documents.
- Utilizing Microsoft 365 apps to organize and communicate research materials, brainstormed ideas, valuable insights, and office documents, ensuring easy accessibility and efficient retrieval.

Oct 2023 – Dec 2023

ADDITIONAL EXPERIENCES AND AWARDS

Dean's Scholar

- Awarded to selected students that earned a 3.65 GPA or higher throughout 2 semesters.
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ACTIVITIES

Member, Management Information Systems Association (MISA), SJSU

February 2024 – Present

RELEVANT SKILLS

Microsoft 365 Apps (Word, Excel, PowerPoint, OneDrive), Google Apps (Sheets, Slides, Docs, Meet), Social Media (Instagram, TikTok, Discord), Zoom, Windows, Apple Software (iOS)

Moderate fluency in Vietnamese