

Hudeer Khan

hudeer.khan@sjsu.edu | (209) 561-8935 | 428 S 11th St, San Jose, CA 95112

EDUCATION

San Jose State University – San Jose, CA

GPA: 3.7

- Bachelor of Science in Business Administration
- Lucas College of Business
 - Concentration in Management Information Systems (MIS)

Graduation: Dec 2023

Relevant coursework: Financial accounting, System Analysis & Design, Networking & Data Communication, Business writing/communication, Information systems, Macroeconomics, Microeconomics

PROFESSIONAL EXPERIENCE

HMHA Transport Inc.

Stockton, USA

- *Office Clerk*

May 2020 - July 2021

- Created and maintained over 20 Excel spreadsheets to organize truck loads and store orders
- Collaborated with truck drivers and dispatchers to convey load information and offered technical support
- Oversaw inventory activities, including ordering and requisitions, stocking, and shipments received
- Communicated with client regarding shipments/leads and made the appropriate changes in Excel database

Levi's Strauss

San Francisco, USA

- *Stylist / customer support*

August 2019 - March 2020

- Trained in exceptional customer service, interpersonal communication, and Levi's culture
- Addressed over 30 customers daily regarding product details, styling advice, and general product support
- Collaborated with other employees to ensure full customer and product coverage during rush hours
- Boosted overall sales and surpassed monthly sales goals using sales and product management skills

Livable City's Sunday Streets

San Francisco, USA

- *Program Manager*

Aug - Nov 2019

- Tracked and presented multiple budget options for upcoming street fairs using Microsoft Excel (VLOOKUP's, IF Statements, Pivot Tables) and PowerPoint
- Spearheaded new contact system for sponsor engagement through UI (user interface) wireframing, customer interviews, and integrated UX design which resulted in improved email open rate by 11% and click rate by 5%
- Led multiple groups of volunteers during street fair events and coordinated with management to ensure an efficient workflow
- Interacted with event sponsors regarding usage and setup of workstations during street fair events
- Created and updated several spreadsheets regarding supplies, food vouchers, and volunteer roles

SKILLS

- Microsoft Excel, Word, and PowerPoint proficiency
- Proficient in Python
- Client/customer relations
- Salesforce lightning app builder
- Interpersonal communication
- Effective Teamwork
- Detail-oriented
- Organizational Leadership

ADDITIONAL INFORMATION

- **Competitive sport:** Volleyball (club/high school team), Baseball (high school), Basketball (recreational)
- **Interests:** Hiking, fishing, motorsports, snowboarding, reading, exploring new cultures, and travel
- **Certificates & Achievements:** San Francisco State University Dean's List
- **Affiliations:** Member of *Management and Information Systems Association (MISA)*
- **Additional education:** High school GPA 3.7 / 4.0