

Jaime Nguyen

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SUMMARY

A motivated and goal-oriented student pursuing a BA in Management Information Systems at San Jose State University. Skilled in prioritizing and completing tasks independently. Experience with Microsoft Office and Google Workspace.

EDUCATION

San Jose State University - Expected graduation : Spring 2024

Business Administration: Management Information Systems

RELEVANT COURSEWORK

Business Computing

- Overview of computer information systems introducing computer hardware, software, procedures with integration and application in business.

Business Operations Management

- Learn advanced principles for applying analytical tools to business operations.

Database Management Systems

- Database management concepts, methods and technologies for design and development of data analysis.

EXPERIENCE

Stay Hungry Corporation - *Customer Service*

May 2018 - March 2020

- Developed interpersonal skills to effectively communicate with supervisors and customers
- Processed payment transactions and returns.

SKILLS

- Microsoft Excel
- Microsoft Powerpoint
- Google Workspace
- Adobe Photoshop