

Jane Phan

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Objective

Creative and adaptable second-year business management information systems student seeking a position in the business industry where communication and critical thinking skills will be executed.

Education

San José State University

Bachelor of Science in Business Administration, Concentration: Management Information Systems

San José, CA

May 2028

- Cumulative GPA: 4.0; President's Scholar Spring 2025
- Student Organizations: Women in Business, Management Information Systems Association

Work Experience

Design Consultant Intern

Auli's Studio

San José, CA

Feb 2025-May 2025

- Examined research to yield a solution to the company's asks of brand formulation and target audience reach
- Designed a remodeled website with Adobe Express to reflect a product-based business
- Conducted a survey among 20 individuals to evaluate customer preference to a remodeled website
- Strategized social media campaigns on Instagram/TikTok to increase brand awareness for male demographic

Human Resources—Training & Development Intern

City of Tracy

Tracy, CA

Jun 2024-July 2024

- Planned various wellness events for 14 departments and composed numerous flyers and infographics
- Researched and curated the event agenda for Youth in Government Day
- Migrated forms and documents to the department SharePoint page from the Intranet
- Co-instructor for Tracy Supervisor Academy: Recruitment & Employee Engagement class

Leadership Activities

Director of Membership

Women in Business (WIB)

San José, CA

May 2025-Present

- Produce and send weekly RSVP forms to members to ensure a smooth check-in process for each event
- Manage weekly polls and bi-weekly internship posts on Slack channel
- Distribute check-in/post-event forms to increase participation for future events tailored to members' interests
- Collaborate with the President and Vice President of Membership to execute WIB tasks

Volunteer Work

Social Media Coordinator

Good Samaritan Community Thrift

Tracy, CA

Jul 2023-Present

- Captured pictures and short clips of new items to feature on social media platforms (Instagram/Tiktok)
- Brainstormed content ideas with 1-4 volunteers to advertise the store and attract customers
- Assisted with daily tasks such as pricing items and sorting clothes

Assistant

Four J & H Laundromat

Stockton, CA

Oct 2022-Present

- Created business signs in English/Spanish to provide notices and changes to hours
- Arranged multiple spreadsheets using Google Sheets to oversee product sales
- Translated urgent information from the boss to employees to aid language barriers

Skills

- Microsoft 365, Google Workplace, Vietnamese (Native/bilingual proficiency), Spanish (Limited working proficiency), Business Analysis, Project Management, Event Planning, Flyer/Web Design, Social Media Advertising
- Collaboration, Organization, Attentive, Customer Oriented, Problem-Solving