

Jason Yuen

Fremont, CA 94538 | jyuen04@gmail.com | (510) 505-4842 | linkedin.com/in/jason-a-yuen

OBJECTIVE

Seeking internship in Business Administration and Management Information Systems, with an interest in opportunities that utilize information technology and decision-making skills to solve problems.

EDUCATION

B.S, Management Information Systems (MIS)

Jun 2026

San Jose State University, San Jose, CA

GPA: 3.94

Relevant Coursework: Intro to Programming (Java), Network and Data Communications, Fundamentals of Operation Management, Fundamentals of Management and Organization Behavior, Global Dimension of Business, Computer Tools for Business, Business Statistics

SKILLS

Language: Thai (Native), English

Technical: Microsoft Apps (Excel, PowerPoint, Teams, Docs) , Google Apps (Sheets, Slides, Docs, Meet), Zoom,

EXPERIENCE

Administrative Assistant, Vitesse Systems, 37955 Central Ct, Newark, CA 94560

Jun 2023 - May 2024

- Performed various clerical duties in the Quality Department, Shipping and Receiving, and Planning Department.
- Managed, scanned, filled, and organized 120 plus job travelers, packing slips, and certifications in digital file storage and storage room, ensuring easy access for employees to retrieve documentation when needed.

Crew Member, Chipotle, 44029, Osgood Rd #106, Fremont, CA 94539

Jun 2023 - Feb 2024

- Provided friendly and quality customer service to 80+ Chipotle customers daily while working toward understanding and articulating food with integrity.
- Fulfilled cleanliness list, station checklists, and Chipotle sanitation standards, including washing cookware and utensils throughout the day.
- Cleaned equipment thoroughly and promptly according to Chipotle's sanitation guidelines.

Volunteer, Wat Buddhansorn, 36054 Niles Blvd, Fremont, CA 94536

Aug 2023 - Sep 2023

- Supervised 15+ students to learn more about Thai culture while enhancing students' reading, writing, and speaking to professional working proficiency.
- Served 4 foreign teachers during yearly performances and events to ensure everything ran smoothly and helped backstage with positioning and instruments.

Volunteer, Red Cross, 2731 N First St, San Jose, CA 95134

Aug 2023 - Sep 2023

- Volunteered in community outreach and public initiatives, assisting those in need and treated each person without bias.
- Collaborated with 17+ volunteers to ensure food quality and groceries were available resulting in 10+ hours.

Courtesy Clerk, Safeway, 3902, Washington Blvd, Fremont, CA 94538

Jun 2021 - Sep 2021

- Treated customers calmly and professionally to resolve customers' issues, like sales, dissatisfaction, and other problems.
- Provided high-quality customer service according to Safeway's customer service standards, policies, and procedures.
- Restocked items, returned carts, and swept the store, storage area, and office, along with completing any task supervisors inquired in order to keep Safeway organized and clean.

PROJECT EXPERIENCE

International Franchising, BUS5-187: Global Dimensions of Business

Jul 2024 - Aug 2024

- Led a team of 3 classmates in developing a comprehensive strategy involving market development strategy, diversification strategy, and VRIO analysis to expand a U.S. franchise, Chick-fil-A, into Russia, focusing on market analytics, culture adaptation, and competitive advantage.

ACTIVITIES

Member, Business Management Information Association, San Jose, CA

Mar 2024 - Present

- Networked with 20 industry professionals and peers, and attended 5 meetings to gain insights from 4 guest speakers representing top companies such as Apple, Nvidia, and EY.
- Refined professional speaking skills, including making a personal elevator pitch, better body language, and preparing for interviews. Practiced in multiple sessions, resulting in improved conversational flow and introductions.