

EDUCATION

BS, Business Administration

Management Information System

2022/08 - In session

San Jose State University, San Jose, CA

AS-T, Business Administration

2019/08 - 2022/05

3095 Yerba Buena Rd, San Jose, CA, 95135

GPA: 3.7

High School Diploma

2015/08 - 2019/05

3434 Silver Creek Rd, San Jose, CA, 95121

RELATED COURSEWORK: System Analysis & Design, Python for Everyone, Computer and Info Technology,

PROJECTS

Analyzing and Updating a System, SJSU,

Fall 2022

- Worked in a group and identified the end user's problem with a system
- Analyze the problem and process the new updated system
- Wrote reports and extracted data using fishbone diagrams, discussions, interviews
- Discover vulnerabilities or security flaws to help protect information

Build a Computer to your Spec, Evergreen Valley College

Fall 2021

- Worked individually to design a computer of my spec of what software, hardware, CPU...
- Executed the essentials needed and utilize programming skills to design and build
- Wrote a report consisting of each and every component and its functions

RELATED EXPERIENCE

Car Valet, Lexus Steven Creek Service, Santa Clara, CA

June 2022 - Currently

- Customer service
- Operating Customer's car: Cleaning, Moving, Parking
- Communicate with other departments to drop off vehicles
- Teamwork and allowing everyone to have an equal opportunity

Packaging and Shipping, Buckles Smith, Santa Clara, CA

June 2021 - November 2021

- Coordinating orders and what items are requested
- Trained 2 people in a week for basic training
- Operating equipment: Scanners, forklift
- Increase production reliability
- Sorted and organized inventory
- Self-directing when packing and shipping orders

SKILLS

Computer: Google, Microsoft Office, Visual Basic, Python programming language

Foreign Language: Cantonese and Vietnamese

Other Skills: Quick learner, open-minded, Strong work ethic, team worker