

# Jovin Duong

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## Objective

Seeking an internship as a Business Systems Analyst.

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## Education

### **B.S., Management Information Systems**

Expected graduation date: May 2026

San Jose State University, San Jose, CA

Relevant Coursework: Financial Accounting, Managerial Accounting, Introduction to Business Programming

### **AA, Economics**

May 2024

West Valley College, Saratoga, CA

Relevant Coursework: Principles of Macroeconomics, Principles of Microeconomics

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## Awards

President's Volunteer Service Award

June 2018

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## Experience

**Volunteer**, Chung Tai Temple, Sunnyvale, CA

November 2023 - Present

- I develop the logistics and schedule of big events to make sure everything goes smoothly. I also help with setup for events with supplies like chairs, tables, cabinets, and utensils.
- I utilize online tools such as Microsoft Excel, Google forms, and Zoom to schedule meetings and create registration forms and surveys.
- I collaborate with IT specialists to test hardware and make sure the audio system, projector, cameras, and computers are functional.
- As a front desk and check-in receptionist, I talk to visitors and answer questions about the organization.

**Teaching Assistant**, Friends of Children with Special Needs, San Jose, CA

April 2017 - March 2023

- I taught adults and children with special needs basic life skills and arts and crafts.
  - I collaborated with teachers and other volunteers to plan out class activities and events for people with special needs, and made sure that they are in a safe and welcoming environment.
  - I cleaned up the classrooms and made sure all supplies are returned to where they belong.
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## Skills

- Languages: English, Mandarin, Cantonese, and Taiwanese
- Collaboration
- Attention to detail

