Jennie Jiang

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Education ———————————————————————————————

B.S., Business Administration, Concentration in Management Information Systems

San Jose State University, San Jose, CA   May 2027

Relevant Coursework: Business Programming, Financial Accounting, Managerial Accounting, Fundamentals of Finance, Computer Tools for Business, Legal Environment of Business, Business Ethics, Business Statistics, Microeconomics, Macroeconomics, Business Writing

Experience ——————————————————————————————

English Teacher/Tutor, FFITP, Online   September 2023 - May 2024
- Tutored 2 elementary kids for a total of 30 hours via WebEx through the Fast Fluency International English Tutoring Program
- Committed to weekly 1.5 hour Zoom meetings alongside 21 co-teachers, for a total of 36 hours
- Made presentation slides and other class materials for 2 semesters, 20 week course

Teacher Assistant, BCS HSIC Summer Enrichment, San Jose, CA   June 2023 - July 2023
- Taught 2 high school students basics of Mandarin and Chinese culture for a total of 14.5 hours
- Committed to 32 total hours prep meetings alongside 8 co-teacher assistants, creating class material and rehearsing teaching plans

Activities ———————————————————————————————

Member, Management Information Systems Association   August 2025 - Present

Member and Leader, Academy of Travel and Tourism   August 2021 - June 2024
- Student leadership and lead monthly group meetings with 30-40 students during the 2023-2024 school year
- Peer mentored two underclassmen on academic success and personal development through monthly in-person meetings during 2023-2024 school year
- Skills learned: hospitality marketing, customer service, event planning and more
- Utilized tools such as Canva, Google Slides, Google Docs, Google Spreadsheets, Google Sites
- Completed weekly projects and presentations

Skills ————————————————————————————————

Technical: Google Workspace, Microsoft 365, Canva, Zoom, WebEx, Python
Language: English, Cantonese, Mandarin, Vietnamese