

# Tzu Chieh (Jerry) Tseng

Currently Studying Management Information Systems at San Jose State University.

As someone who thrives in an environment that promotes teamwork and critical thinking, I'm a well-organized and motivated individual with experience working in a fast-paced environment.

## EXPERIENCE

### Taiwanese Student Association at San Jose State University - Secretary

Sep 2021 - Present San Jose, CA

- Facilitate communications between multiple departments within the club.
- Record and summarize meeting information as needed.
- Update and maintain important documents such as emails and sign-up sheets for events.

### Sifu Wong Kitchen - Host

Apr 2021 - Jun 2021 Sunnyvale, CA

- Welcome guests in a friendly and energetic manner.
- Ascertained restaurant guests to their dining needs by responding in a professional manner.
- Seat guests efficiently while managing restaurant waitlist up to 20+ parties during rush hours.
- Closely monitored the dining flow of the restaurant to accurately determine seating needs.

## EDUCATION

### San Jose State University Bachelor's degree, Management Information Systems

Aug 2020 - May 2024 San Jose, CA

Cumulative GPA: 3.903 / 4

SJSU Dean's Scholar ( Fall 2020 - Present )

### Prospect High School High School

Aug 2016 - Jun 2020 Saratoga, CA

Activities: Varsity Badminton team, Badminton Club ( Treasurer ), String Orchestra.

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San Jose, CA 95129

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## SKILLS

Organized

Time Management

Critical Thinker

Microsoft Excel

## AWARDS

SJSU Dean's Scholar 2020

Bronze Presidential Volunteer  
Service Award (2018, 2019)

## LANGUAGES

English, Chinese

## RELEVANT COURSEWORK

Micro/Macroeconomics,  
Financial/Managerial Accounting,  
Business Statistics, Introduction  
to Business Programming,  
Legal Environment of Business

## VOLUNTEER EXPERIENCE

### Tzu Chi Foundation

Aug 2016 - Jun 2020

- Participated in activities such as nursing home visits, second harvest food banks, tree planting, and trash pick up.
- Served over 250 hours of community service.