

# KATIE KAN

330 Crescent Village Cir Unit 1401, San Jose, CA  
+1 (408)784-4975 | [jiaqi.kan@sjsu.edu](mailto:jiaqi.kan@sjsu.edu)

## EDUCATION & CREDENTIALS

---

### **San Jose State University | San Jose, CA**

**Expected Graduation: May 2024**

- *B.S. in Business, Management Information Systems | Minor in Japanese*

**GPA: 3.95, Dean's List all semester**

**Selected Coursework:** *Networking & Data Communications, Business Statistics, Business Programming, Financial & Managerial Accounting, System Analysis & Design, Global Dimension Business, Fundamental MIS, Marketing*

## PROFESSIONAL EXPERIENCE

---

### **KIRA KIRA BEAUTY | Retail & Wholesale**

Dec 2021 – Aug 2022

*Sales Associate*

*San Jose & Cupertino, California*

- Proposed marketing strategies for advertising and yielded over 8% in growth of product sales.
- Monitored the inventory tracking system to record deliveries, shipments, and stock levels for orders and merchandise.
- Observed beauty trends and provided product recommendations to customers to satisfy their needs.
- Managed over 1000+ products and analyzed daily product and supply levels to anticipate inventory problems and shortages.

### **KOREAN BAPTIST CHURCH**

Jan 2019 – Jan 2020

*Language Tutor & Mentor*

*Santa Clara, California*

- Assisted 4 to 15 years old students for over 120 hours with their Chinese writing, speaking, and reading skills.
- Developed strong communication and fostered relationship building techniques with over 25 youths and young teenagers.
- Compiled and scheduled lesson plans, lists of reading materials and exercises based on students' weaknesses.
- Provided knowledgeable one-on-one tutor service and coordinated small group activities with other colleagues.

## EXTRACURRICULAR ACTIVITIES

---

### **SYNKRONIZE DANCE TEAM | Entertainment Association**

Sep 2021 – Present

*Public Relations Officer/Dance Leader*

*San Jose, California*

- Coordinating and creating social media advertisements to promote the organization within the San Jose campus community.
- Collaborating with other organizations to design a dance project and to set up public, professional showcases for the community.
- Leading over 50 participants in dance showcases/performances while increasing member engagement within the club.

### **KOREAN AMERICAN STUDENT ASSOCIATION**

Aug 2019 – May 2020

*Secretary/Treasurer Officer*

*Cupertino, California*

- Organized over 60+ meetings and events with members while recordkeeping notes and budgets.
- Filed meeting minutes and reported performance requests to the school Associated Student Body advisor.
- Developed funding strategic plans and executed core financial processes for a 13% growth on organization budgets.
- Identified and analyzed improvement plans to increase revenue and accounting procedures for funding events.

### **INTERNATIONAL STUDENT ASSOCIATION**

Jan 2019 – May 2020

*Event Committee Leader*

*Cupertino, California*

- Planned weekly meetings with other committees and led campus events for social activities.
- Recruited and promoted the club to over 50+ new students by designing effective strategies to meet students' interests.
- Oversaw the tabling area while introducing the specific activities and events to 90+ parents and students.

## SKILLS & ABILITIES

---

- Multilingual native fluency in English, Mandarin, Cantonese, and Malay; Intermediate fluency in Japanese.
- Proficient in Microsoft Office, Adobe Photoshop, Illustration, Premier Pro and basic Python knowledge.
- Professional in customer service with a high-level of problem-solving and critical thinking skills.
- Ability to exhibit punctuality, responsibility, and organization on assignments and projects.
- Proactive with an interpersonal skill set, willing to enthusiastically communicate and collaborate with a team.