

Joanne Le  
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## **Education**

B.S. in Management Information Systems May 2025 (anticipated)  
San Jose State University, San Jose, CA

A.S.T. in Business Administration May 2021- June 2023  
De Anza Community College, Cupertino, CA GPA 3.97

High school degree Aug 2017 - June 2021  
Prospect High School, Campbell, CA GPA 3.8

Relevant coursework: AP Statistics, Visual Basic .NET, Business Law, Business Statistics, Financial Accounting, and Economics.

## **Experience**

2023-Present **Home Care Provider**  
IHSS Public Authority  
- Provides health care to elderly patients using compassion, empathy, and patience.  
- Assists with personal care, medication management, problem-solving, and health monitoring.  
- Utilizes time management, organizational skills, and continuous learning.

2022-Present **Barista**  
Teaspoon  
- Combines technical and customer service skills to provide an elevated beverage experience.  
- Maintains organization by using proper ingredient handling, cleanliness, hygiene, and cash handling.  
- Provides excellent customer service by actively listening, effective communication, and complete menu knowledge.  
- Contributes to a thriving work environment by multi-tasking, adapting, and managing time.

2021 - 2022 **Sales Associate**  
Clarins USA, Inc.  
- Combined sales techniques and product knowledge to provide exceptional customer service.  
- Arranged inventory management and visual merchandising to create a stable structure.  
- Collaborated closely with coworkers to ensure a positive shopping experience.

2021 - 2021 **Sales Associate**  
H&M  
- Coordinated with customers to fulfill their needs while upholding brand standards and values.  
- Provided phenomenal customer service to ensure a positive customer experience.  
- Proficient in multi-tasking while still prioritizing efficiency.  
- Utilized selling tactics to advertise promotions and reach daily sales goals.

