

James Phan

San Jose, CA | jnkvideo@gmail.com | 669-216-7700 |
<https://www.linkedin.com/in/james-phan-7b6214290>

Objective

Emerging IT specialist seeking a summer internship in analyzing information technology systems

Education

B.S. Management Information Systems | San Jose State University Expected Graduation: May 2026
GPA: 3.96; Major GPA: 3.97

Awards: President Scholar (2023)

Relevant Coursework: Systems Analysis and Design, Introduction to Business Programming, Computer Tools for Business, Legal Environment of Business, Financial Accounting

Technical Skills

Technology: Microsoft Suite (Excel, Powerpoint, Word), Google Suite (Docs, Forms, Slides)

IT Techniques: Systems Development Life Cycle (SDLC), Agile Development, Project Management, Scrum Methodology, Data Analytics and Visualization, Process Control

Software Programming: Python, Java

Project Experience

Online Order Management System for Skillet'z Cafe | SJSU Aug 2024 – Dec 2024

- Collaborated with several members to develop a project solution involving hands-on system analysis and design usage, while analyzing IS client requirements to ensure objective satisfaction.
- Conducted a project analysis, using data flow and case diagrams in Jira to boost project productivity by 25%.
- Completed a logical prototype of the online ordering system, studying and applying UI/UX aspects of web design.

Financial Accounting Company Analysis | SJSU Nov 2023 – Dec 2023

- Analyzed and interpreted complex financial data to evaluate performance from income statement, liquidity, profitability, and many other financial-related categories.
- Developed a projection model to represent revenue status and budget for profitability assumptions.
- Created an evaluation of assessing a financial report summary, presenting insights for company recommendations and potential management decisions for the future.

Experience

Administrator | Paradoxum Games Oct 2019 - Present

- Attain management assistance in a Tower Defense game community, consisting of over 800,000+ members.
- Worked with nine other members as human resource managers responsible for screening, recruiting, and managing internal reports on over thirty lower-ranking staff members daily.

Teacher Assistant | Most Holy Trinity School Sep 2021 – May 2022

- Effectively provided excellent assistance for the teachers in multiple classes of thirty to sixty students.
- Collaborated with a team of fifteen teaching assistants to create class-based materials and lectures for students.
- Created a positive and supportive environment for the students with little to no difficulties.

Licenses & Certifications

LinkedIn: Business Analysis: Essential Tools and Techniques