Khloe Sengchareune

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SUMMARY

An aspiring Product Management Intern and student leader with a strong experience in cross-functional team coordination, workflow optimization, and operational planning. Proven track record in organizing structured training programs, managing event schedules, and analyzing performance metrics to improve overall efficiency. Skilled at bridging communication between technical and non-technical team members, facilitating smooth onboarding processes, and implementing standardized solutions for daily operations.

WORK HISTORY

Joey Valley Fair, Santa Clara, CA — *Shift Manager*

April 2025 - Present

Delegate tasks to team members to maintain efficiency. Provide hospitality for corporate professionals and teams hosting business meetings and team gatherings. Collaborate with management and staff to implement service systems and operational efficiency. Evaluate weekly sales and DPH to analyze performance and determine appropriate staffing and labor hours.

Alpha Xi Delta, San Jose, CA — *New Member Orientation Director*

March 2025 - Present

Plan and conduct a 10-week new member orientation program. Organize weekly meetings and events to introduce members to chapter values and expectations. Cultivate leadership mindsets and habits among new members to drive chapter growth and positions.

Spartan Day, San Jose, CA — *Undeclared Student Ambassador*

April 2025

Assisted academic counselors with speaking to panels of potential students and families about my firsthand experience being an undeclared major. Shared resources and the benefits of exploring different majors to encourage prospective students to commit.

EDUCATION

San Jose State University, San Jose, CA

Bachelor of Science in Business Administration, Management Information Systems and a Minor in Computer Science.

Expected Graduation: May 2028

SKILLS

Programming Languages: Java (Beginner), Python (Beginner)

Tools: Microsoft Excel, Word, PowerPoint

Leadership, Communication, Public Speaking, Team Coordination, Event Planning

Payroll & Accounting: Help review payroll information and automate routine data entries

AWARDS

Dean's List: 2024, 2025, 2026