

# LEON NGUYEN

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## EXPERIENCE

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### Front End Manager/ IT Technology Support, Bella Nails

Jul 2021 — Aug 2023

- Data Entry and Record Management
- Customer service
- Recorded and scheduled appointments
- Communicated with staff
- Organized company schedules
- Social Media Management
- Set up multiple Local Area Networks
- Installed multiple softwares unto computer systems
- Monitored systems and ran diagnosis Technology: Booker, Square, Excel, Chrome, Local Area Network, Networking and Data diagnosis

### Seasonal Sales Associate, HomeGoods

Nov 2020 — Jan 2021

- Organized and Stocked Product
- Collaborated with team members in order to accomplish our goal
- Assisted in unloading trucks and moved products
- Handled heavy machinery and worked with unfamiliar Software
- Handled Customer Relations

Technologies: Commercial Trash Compactor, Automatic Conveyor, Pallet Jack

## EDUCATION

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### San Jose State University, Management Information System, Bachelors of Science 2021 — 2025

- 3.92 GPA
- Summa Cum Laude honor roll
- Student Government
- Helped managed student success club
- Relevant Coursework: Data Structures and Algorithms, Networking and Data Communics

## CURRENT PROJECTS

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- Developing a Professional Portfolio
- Researching ways to develop a more efficient booking system for my family business

## SKILLS

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- Languages: English and Vietnamese
- Coding languages: C++, Python
- Tools: Square, Booker, Colab, Commercial Trash Compactor, Microsoft Office
- Comumincator, Flexible, Fast to Adapt, Open to change and Feedback

## ACHIEVEMENTS

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Graduated top 10% of my class

2021

Selected to represent my school at American Legion: Boys State

2020

