

Minh Khiet Le

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Driven and forward-thinking individual with a passion for Business Administration and keen interest in Management Information Systems (MIS). Strong foundation in both business principles and technology, poised to make a significant impact in the dynamic field.

EDUCATION

SAN JOSE STATE UNIVERSITY

Business Administrator/ Management System Information (MIS)

San Jose, California

SEPTEMBER 2024 - PRESENT

GPA: 3.78/4.0

- Relevant coursework: Network Security, Finance Accounting, Pre-Calculus, Macroeconomics, Microeconomics, Business Writing, Programming Languages (Python, C++)

DE ANZA COLLEGE

Associate in Science - Business Administrator/ Management System Information (MIS)

San Jose, California

AUGUST 2020 - June 2024

GPA: 3.6 / 4.0

PROFESSIONAL EXPERIENCE

BOILING POINT

FOOD SERVER

San Francisco, CA

June 2021 - Present

- Maintained a clean and organized dining area and kitchen, and strict adherence to food safety and sanitation standards, resulting in consistently high scores during health inspections.
- Collaborated with kitchen staff to ensure more than 50 orders a day were prepared accurately and delivered promptly to tables, obtained collaborative skills.

VOLUNTEER

VIETNAMESE AMERICA COMMUNITY CENTER

CALIFORNIA

SAN JOSE.

Total Hours: 30

- Prepared multiple stages for musical performances before the event
- Participated in different stations from food, drink, stage preparation, and guarding

DAHL STATE PRESCHOOL | TEACHER ASSISTANT

CALIFORNIA

SAN JOSE.

Total Hours: 60

- Supervised and cared for children ages 2-4, created engaging and age-appropriate activities

ADDITIONAL INFORMATION

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Programming Languages: C++, Python, Lua
- Fluent in English and Vietnamese
- Skills: Leadership, Team management, collaboration, communication, problem-solving