

# Lyna Luu

(669) 260-3905

[hoangnguyenthu.luu@sjsu.edu](mailto:hoangnguyenthu.luu@sjsu.edu)

## SKILL SUMMARY

- Received an Associate degree in Business
- Currently pursuing a Bachelor's degree in MIS
- Completed equity training in college
- Volunteered as an intake receptionist at Asian Law Alliance
- Has experience working directly with customers
- Has good verbal and written communication skills
- Cares about making customers happy
- Detail-oriented

## EDUCATION

2021 - Present

SAN JOSE STATE UNIVERSITY, San Jose, CA

**3rd year, Bachelor of Science (Management Information System)**

2019 - 2021

DE ANZA COLLEGE, Cupertino, CA

**Associate degree in Business Administration**

## WORK EXPERIENCE

June 2020 - May 2021

DE ANZA COLLEGE, Cupertino, CA  
Student Success Center

**Statistics tutor**

- Helped students with Statistics materials
- Hosted Statistics workshop
- In-class tutor for a Statistics course

## VOLUNTEER POSITIONS/COMMUNITY SERVICE

November 2020 - present

ASIAN LAW ALLIANCE

**Intake receptionist/Vietnamese interpreter**

- Receive calls from clients, mostly Vietnamese
- Go over the intake procedure, gather necessary information, consult with the supervising attorney
- Translate legal documents

March 2020 - May 2020

DE ANZA COLLEGE

**Peer mentor**

- Help first-year students get acquainted with college life
- Guide them through the transfer application process

December 2019

DE ANZA CIRCLE K

**Nonprofit food booth salesperson**

**Christmas tree lot salesperson**

## AWARDS

June 2021

DE ANZA COLLEGE

**De Anza Kiwanis scholarship**

August 2021

SAN JOSE STATE UNIVERSITY

**SJSU Student Scholarship for Fall 2021**

## REFERENCES

References are available upon request.