

MARY VO

408-219-5265



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Management Information System B.S.

291 S Jackson Ave San Jose CA 95132



SUMMARY

Graduating student with a B.S. in Management Information Systems. Strong analytical and technical skills to optimize business operations through technology. Experienced in systems analysis, data management, and process improvement. Proven ability to collaborate across teams, streamline workflows, and enhance decision-making through technology. Eager to leverage my MIS background to drive innovation and efficiency in dynamic business environments.

EDUCATION

San Jose State University

Bachelor's Degree in Business Administration,
Concentration in Management Information Systems
2024 - 2026

Evergreen Valley College

Business Administration A.A.
2023 - 2024

SKILLS

- Proficient in SQL and Excel
- Bilingual in Vietnamese
- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Detail-oriented with the ability to handle multiple tasks simultaneously
- Ability to work independently and collaboratively

PROFESSIONAL EXPERIENCE

Muadepass - Owner

Jan 2024 - Present

- Managed multi-channel e-commerce storefronts (Shopify, TikTok Shop, Instagram, Facebook), owning merchandising, pricing, promotions, and social-commerce campaigns.
- Leveraged MIS/data skills to track sales and customer trends; built weekly dashboards and reports to guide assortment, pricing, and marketing decisions.
- Created SEO-friendly product listings with original photos, descriptions, and videos; maintained catalog taxonomy and product attributes to improve discovery and conversion.
- Ran end-to-end fulfillment—processed and shipped 50+ orders per week on time—and monitored inventory to adjust listings/reorder plans based on demand.

Panda Express- Counter Service/Cashier

March 2018 - May 2019

- Welcomed customers and accurately took orders using POS systems.
- Served food according to portion sizes and presentation standards, adhering to food safety protocols.
- Maintained cleanliness at the front counter, dining area, and beverage stations, restocking as necessary.
- Resolved customer inquiries and complaints to ensure a positive dining experience.

McDonald- Service Helper/Cashier

October 2017 - May 2018

- Greeted customers and accurately processed orders and payments.
- Prepared and served food while maintaining cleanliness in dining and service areas.
- Handled customer inquiries and complaints to ensure a positive service experience.
- Followed safety and health regulations and assisted with team tasks as needed.