

Michelle Ha

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OBJECTIVE

Seeking a project management internship to assist in delivering projects on-time, on-budget, and with desired results.

EDUCATION

B.S. in Business Administration, Concentration in Management Information Systems (MIS) | Minor in Computer Science

San Jose State University, San Jose, CA, GPA: 4.0

Expected Graduation: Spring 2025

Relevant Coursework: Public Speaking, Computer Tools for Business, Discrete Mathematics, Intro to Python, Introduction to Java, Fundamentals of Management and Organizational Behavior, Fundamentals of MIS (in progress), Fundamentals of Operations Management (in progress)

PROJECT EXPERIENCE

Business Proposal Project, SJSU

Fall 2021

- Collaborated with a team of 3 to research and develop presentation for a final group project with an outcome of success (A)
- Created hypothetical business initiative to turn trash into a reusable, multipurpose material as a sustainable, global solution to pollution
- Built project schedule and delegated action items to group members, improving organization and efficiency within group
- Hosted weekly team discussions to monitor project health and proactively work through conflicts

EXPERIENCE

Volunteer Tutor, Growth Mindset Tutoring, Milpitas, CA

Sept 2020 - May 2021

- Developed weekly lesson plans for assigned student, with each consisting of 10-20 math problems
- Delivered weekly reports to student's parents, regarding concerns and accomplishments
- Explained mathematical Common Core concepts to student and worked through word problems, improving student's average test grade to an A
- Taught studying, time-management, and organizational habits, helping student be more prepared for school

ACTIVITIES

Member, Friday Night Live, Milpitas, CA

Aug 2017 - Jun 2021

- Partnered with 20 peers in a cross-functional team and educated local youth about drug and alcohol abuse
- Conducted survey about substance usage habits among peers and compiled data to produce informative pamphlet that was distributed to the entire high school
- Presented to local elementary and middle schools about substance abuse, resulting in over 100 kids pledging to remain alcohol-free and drug-free
- Informed parents in community about distracted driving through data gathered from annual road watch service

SKILLS

Languages: Fluent in English and Vietnamese

Technical: Proficient in Microsoft Office, Google Suite, Python, Java, Social Media, Weebly