

Michelle Nguyen

1195 Piedmont Rd,
San Jose, CA 95132
(408) 833-0665
michelle.k.nguyen@sjsu.edu

OBJECTIVE

I am a highly motivated student with interest in business administration and marketing. I am seeking a part-time internship in which I can use and expand upon my knowledge and experience of verbal and written communication.

EXPERIENCE

VN Grill, San Jose, CA — *Kitchen Staff & Cashier*

June 2019 - June 2020

- Prepared, served, and took orders for customers in an efficient, clean, and friendly manner.
- Handled cash and clerical input for end day organization.

Instacart, San Jose, CA — *Food Delivery Service*

July 2020 - March 2021

- Picked, packed, and delivered groceries to customers during a global pandemic.
- Contacted customers and employees for resolutions and replacements for out-of-stock products.
- Navigated through traffic and communicated with customers on updates and directions through apartment complexes.

Amazon Fresh Warehouse, San Jose, CA — *FC Associate*

August 2021- Current

- Picked, packed, and prepared fresh produce and pre-packaged meals for amazon delivery drivers, ultimately to customers.
- Navigated between ambient, chilled, and freezing temperatures safely according to state standards and requirements.
- Stocked and stowed items in a safe and effective manner for pickers and quantity counters.

EDUCATION

Evergreen Valley College, Associate of Science-Transfer

June 2020 - Current 2022 GPA: 3.7

Relevant Coursework: Introductory Business 1 & 2, Accounting 1 & 2, Economics, CIT: Program Design & Development

San Jose State University, BSBA Management Information Systems

September 2022 - Anticipated Grad 2024

Relevant Coursework: Fundamentals of MIS, Networking & Data Communications, Professional & Business Ethics

SKILLS

Verbal and written communication

Time Management

Customer Service

Organization

Visual Studio 2022

C & Python

ACHIEVEMENTS

Interact — *Club Member*

Volunteer at various non-profits and organizations such as Sacred Heart, Fish & Loaves, Marathon Fundraisers, Red Cross. Earned over 50 hours of cumulative volunteer hours.

LANGUAGES

English, Vietnamese

