

MILAN NGUYEN

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Detail-oriented Management Information Systems student with experience in data management, Excel automation, and SQL. Passionate about leveraging data-driven insights to optimize business operations and decision-making. Seeking a Data Analyst internship to apply analytical and programming skills in a professional setting.

SKILLS

Technical Skills: SQL, Python, Excel, Google Suite, Microsoft Office

Data Analysis & Management: Data visualization, Database management, System analysis

Soft Skills: Problem-solving, Attention to detail, Team collaboration

EDUCATION

Bachelor of Business Administration, Management Information Systems

Expected 2026

San Jose State University

GPA 3.45

Relevant Coursework: Electronic Spreadsheets, Database Management Systems, Python Programming, Financial Accounting, Managerial Accounting, System Analysis and Design

EXPERIENCE

Data Management Assistant, Studio 8 Salon

Dec 2024 - Present

- Designed and maintained an Excel-based system tracking customer data and service history for a 10+ employee salon, reducing manual data entry time by 30%.
- Developed automated payroll reports, improving accuracy and saving 5+ hours per week in calculations.
- Conducted payroll processing by calculating employee earnings based on service data.
- Analyzed profit margins to help the business owner understand revenue trends and make informed decisions.
- Improved efficiency by streamlining data entry and troubleshooting spreadsheet-related issues.

PROJECTS

Data Analyst Project | Database for Automobile Company

- Created and analyzed an ERD for vehicle data, optimizing database efficiency.
- Conducted SQL queries to improve sales and inventory reporting, enhancing data-driven decision-making.
- Collaborated with a team to enhance data accuracy and streamline database structures, reducing query response time by 20%.