

# Minhtri Nguyen

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## EDUCATION

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### San Jose State University

*B.S. in Business Administration, Management Information Systems*

GPA: 3.8

San Jose, CA

Expected May 2027

- Relevant Coursework: Data Analysis, Python Programming, System Analysis and Design, Database Management Systems, Artificial Intelligence

### De Anza College

*A.S in Business Administration*

Cupertino, CA

## WORK EXPERIENCE

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### Goku Korean BBQ and Hot Pot

San Jose, CA

*Management Team, Server*

July 2021 – Current

- Managed payroll, staff scheduling, and tip distribution using Excel to ensure accurate calculation of wages, tips, and taxes
- Led high-traffic shifts, coordinating staff and ensuring smooth operations, contributing to daily sales of \$20,000–\$30,000
- Coordinated inventory management and vendor relations, optimizing stock levels and controlling costs
- Implemented social media marketing campaigns and promotions, contributing to higher sales figures and revenue
- Served in high-volume sections, generating \$2,000–\$5,000 in sales per shift, while maintaining high customer satisfaction

### Gong-Cha

San Jose, CA

*Barista, Shift Lead* May 2019 – June 2021

- Oversaw daily operations, including opening and closing, employee scheduling, and shift supervision
- Handled vendor communications and inventory restocking to maintain efficient stock levels
- Addressed employee needs, resolved issues, improving team efficiency
- Ensured compliance with health and safety standards to maintain a clean, compliant work environment

## CERTIFICATIONS

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### Google Data Analytics Professional Certificate

Google via Coursera

Dec. 2024

- Developed skills in SQL, R programming, and data analysis through spreadsheets
- Gained practical experience in data cleaning, visualization, and reporting for business insights
- Applied data-driven decision-making in real-world scenarios, focusing on actionable business strategies

## PROJECTS

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### Capstone Project

Google Data Analytics Professional Certificate

- Completed a full data analysis lifecycle, including data collection, preparation, and analysis
- Leveraged SQL for database querying and R for statistical analysis and data visualization
- Delivered a final report with actionable insights, using data to support strategic business recommendations

## ADDITIONAL

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**Technical Skills:** Proficient in SQL, R programming, Excel/Sheets, Python

**Languages:** Fluent in English; Conversational Proficiency in Vietnamese