

Minhtri Nguyen

San Jose, CA | 408-398-7582 | minhtri.k.nguyen@sjsu.edu

EDUCATION

San Jose State University

B.S. in Business Administration, Management Information Systems

GPA: 3.8

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

San Jose, CA

Expected May 2027

De Anza College

A.S. in Business Administration

Cupertino, CA

WORK EXPERIENCE

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

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

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

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

Languages: Fluent in English; Conversational Proficiency in Vietnamese