**Matti Nguyen**

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**CAREER SUMMARY**

**Driven, analytical professional** with a competitive academic background in management information systems, data analytics, and information security analytics. Highly passionate about pursuing a new internship opportunity to gain valuable hands-on experience within the IT industry.

* **Committed to acquiring learning opportunities to develop a strong knowledge** of data analytics/security based on real-world scenarios.
* **An adaptable**, **self-starter** capable of working independently with minimal supervision in a dynamic, fast-paced technical environment.
* **A flexible, quick learner** with a superb ability to learn new company procedures, meet time-critical deadlines and accomplish complex tasks.
* **Equipped with excellent communication skills** and relationship-building abilities, strong work ethics, and top-level prioritization skills.

**EDUCATION**

**San Jose State University, San Jose, CA Expected Date of Completion: May 2024**

Bachelor’s Degree in Business Administration with a concentration in Management Information Systems GPA: 3.61

*Activities:* MISA Club; Marketing Association Club (Selected as Events Committee Member)

**PROFESSIONAL EXPERIENCE**

**◤ City of Fremont** **Fremont, CA**

*Facility Attendant* April 2022 – Present

* Deliver operational oversight to assigned facilities, ensuring strict compliance of facility users on city policies, procedures, & directives.
* Support inventory tracking of facility supplies/equipment, including executing proceeding on-site facility programs & rental activities.
* Forge productive working relationships and maintain active communication channels with the city employees and the public community.

**◤ iDentalsoft** **Milpitas, CA**

*Analyst Internship* November 2021 – May 2022

* Supported the creation and routine update and maintenance of an Excel-based monthly income reporting for iDentalsoft from Twilio.
* Served as primary contact of customers on help desk ticketing system, improving customer satisfaction with responsive customer support.
* Played an instrumental role in migrating the existing website to a new Wiki domain and revamping website with a user-friendly interface.
* Reviewed and ensured compatibility of x-rays and sensors with iDentalsoft and drove technical documentation with descriptive references.

**◤ Burlington Coat Factory** **Fremont, CA**

*Retail Receiving Associate* June 2021 – August 2021

* Exemplified strong attention to detail and organizational skills to drive day-to-day unloading, checking in, and stocking merchandise.
* Drove merchandise preparation, staging and outbound shipments and maintained stockroom in a systematic and orderly manner.
* Tracked inventory counts and checked the items in inventory for damages or discrepancies while supporting visual merchandising efforts.
* Fostered and maintained a collaborative work culture, maximizing work productivity and efficiency with active team communication.

**◤ Poki Bowl** **San Jose, CA**

*Team Member / Cashier* July 2019 – August 2019

* Maintained work productivity, flexibility, and top-level accuracy in processing payments, leading to high customer satisfaction.
* Operated a cash registry process and Point of Sale (POS) computer system, including processing cash and credit card payments.
* Adhered and enforced safety and sanitation policies and operating procedures while providing excellent customer service.

**University Organizations Experience**

**San Jose State University Marketing Association (MA)** **San Jose, CA**

*Event Planning Committee* April 2022 – Present

* Worked in teams to plan and organize general meetings and volunteer events.
* Facilitated a successful fundraising event that raised over $1700.
* Demonstrated a commitment to giving back by actively planning and participating in volunteer partnerships with non-profit organizations, including Second Harvest Food Bank and the Turkey Trot.

**San Jose State University Management Information Systems Association (MISA)** **San Jose, CA**

*Member* April 2022 – Present

* Consistently participated in weekly general meetings featuring workshops, panels, and talks by industry experts in MIS.
* Established valuable connections with tech industry professionals and gained insights into their career paths and experiences.

**TECHNICAL SKILLS**

Adobe Photoshop, Python, Microsoft Office (Word, Excel, PowerPoint)