

Minh Quan Nguyen

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EDUCATION

Bachelor of Science in Business Administration

August 2022 - Present

Concentration in Management Information Systems (MIS)

San Jose State University, San Jose, CA, GPA: 4.0

Expected Graduation: May 2026

Relevant Coursework: Fundamentals of MIS, Systems Analysis and Design, Networking and Data Communications.

SKILLS

Languages: Proficiency in English and Vietnamese

Programming Languages: C/C++, HTML, Python and Pandas

Technical: Microsoft Office (Words, Power Point, Excel), Google Apps (Sheets, Slides, docs), social media, Adobe and Figma

WORK EXPERIENCE

After School Instructor

November 2023 – Present

Catholic Charities of Santa Clara County

San Jose, CA

- Assisting a team of 10 instructors to ensure the smooth operation of after-school programs, fostering a collaborative and supportive environment for professional growth and development.
- Developed and implemented innovative curriculum and activities that engaged over 200 elementary school students, enhancing their academic, social, and emotional skills.
- Collaborated with school faculty to align after-school activities with classroom curriculum, reinforcing learning objectives and promoting continuity in students' educational experiences.

ACTIVITIES

Member

September 2024 – Present

Management Information Systems Association, SJSU

San Jose, CA

- Built a network with industry professional and alumni that providing a valuable insight and opportunities for career growth.
- Participated in career development event, such as resume workshop and interviewed improvement to better prepare in the job market.

Volunteer

March 2024 – May 2024

Sacred Heart Community Service

San Jose, CA

- Contributed to the weekly organization and distribution of essential supplies, supporting the needs of over 300 individuals and families.
- Assisted in creating a welcoming and supportive environment for community members, enhancing their access to vital services.