

MISA SAJAN

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San Jose, California

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SKILLS

- Experience using essential tech apps (MS Office Apps, Google Apps)
- Communication experience with customers, employers and co-workers
- Understanding of marketing tools and project management basics
- Bilingual, fluent in English and Malayalam and elementary proficiency in Spanish
- Proficient in video and photo editing, 4+ years of experience using Adobe (Photoshop, Lightroom, Premiere) and FinalCut

EDUCATION

- San Jose State University, San Jose, CA August 2020 - Present
B.S in Business Administration, concentration in Management Information Systems
Expected Graduation: May 2024
GPA 3.57
Relevant Courses:
 - Fundamentals of Management Information Systems, Intro to Business Programming, Financial Accounting, Managerial Accounting, Computer Tools for Business, Business Statistics
- Mountain House High School, Mountain House, CA August 2016 - May 2020
Diploma

VOLUNTEER WORK

APRIL 2018

Speech and Debate State Tournament Worker, Tracy, California

NOVEMBER 2019

Science Camp Counselor, YMCA Camp Jones Clutch, Pescadero, California

WORK EXPERIENCE

NOVEMBER 2019 – AUGUST 2020

Brand Representative, Abercrombie and Fitch Co., Livermore, California

- Became cashier lead within a year
- Communicated with employers and coworkers
- Worked a POS system with advanced proficiency
- Assisted and interacted with an average of 100 customers per day