

# Megan Trang

San Jose | (408)963-7736 | trang.megan@yahoo.com | www.linkedin.com/in/megan-trang

## Education

May 2025

**BS, Business Administration - Management Information System**, San Jose State University

- Overall GPA: 3.4, MIS GPA: 3.2

## Experience

**Student Intern Level III**, Santa Clara County Treasurer-Controller

November 2022 - Present

- Assign vendor numbers to 2,500 clients in need of payment reimbursement on SAP on a team of 6
- Help reduce backlog of 200 vendor requests and maintain the workflow at less than 100
- Innovate a new method to have long international addresses appear on envelopes by utilizing printed labels created by Word
- Utilize Excel to manage multiple returned Form 592 and send it to the Employee Services Agency for them to update the retiree's address

**Social Media Lead**, Oclef

October 2019 - November 2022

- Managed Oclef's LinkedIn and Facebook page with other employees and posted an inspirational quote by a pianist every week to increase the number of students
- Taught between 2-7 elementary students to help correct their mistakes and improve their accuracy when playing each piano piece by utilizing active listening
- Provided a team with a solution to increase engagement by actively posting on the school's LinkedIn
- Edited 8 videos for a professor's Jam project and uploaded them on to Youtube

## Project Experience

**Bursar Office Project**, San Jose State University

January 2024 - May 2024

- Analyze the Bursar's office's issues and propose solutions on how to rebuild the queuing system
- Apply Jira's WBS-Gantt chart to track the project duration and the critical paths of the work breakdown sheet
- Perform cost-benefit financial analysis to determine if implementing the queuing system solution is cost-saving
- Manage 4 members to ensure the quality of the reports are satisfactory to the professor's rubrics

## Relevant Coursework

- |                               |                         |                                      |
|-------------------------------|-------------------------|--------------------------------------|
| • System Analysis and Design  | • Business Statistics   | • Database Management Systems        |
| • Python                      | • Financial accounting  | • Networking and Data Communications |
| • Computer Tools for Business | • Managerial Accounting |                                      |

## Skills

- Languages: Fluent in English, working proficiency in Vietnamese
- Technical Skills: Proficient in Google Suite, Microsoft Excel, Word, Powerpoint, Jira WBS-Gantt Chart, and SAP