

Matthew Trinh

Business Student

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Motivated individual with experience in leading projects and collaborating with diverse teams to achieve successful outcomes. Excels under pressure, utilizing strong organizational skills and adaptability. Committed to promoting teamwork and delivering high-quality results on time.

EDUCATION

Bachelor of Science: Management Information Systems

San Jose State University (Graduation Date: Summer 2027)

EXPERIENCE

Project Assistant

TamayoDesigns (July 2024 – Present)

- Served as the primary liaison for clients, responding to inquiries and providing regular updates on project progress
- Organized meetings, managed scheduling, and maintained project documentation and presentation files

Barista/Cashier

Spectra Coffee (August 2025 – Present)

Classroom Organizer / Activity Coordinator

Summerdale Elementary School (August 2023 – June 2024)

- Enhanced the learning environment by implementing innovative and creative activities that actively engaged students, fostering a dynamic and interactive classroom experience
- Monitoring student behavior and ensuring a safe and respectful learning environment

ACHIEVEMENTS

- **Project Leadership:** Led a team of 10 to complete a halted project from 20% to completion within two weeks, earning the position of project leader through peer election
- **Volunteer Engagement:** Coordinated a classroom cleanup of five rooms in under an hour and constructed interactive activities for 40 students during an indoor lunch break, demonstrating initiative and creative thinking

SKILLS

Project Management • Leadership • Collaborative Contributor • Problem Solving • Public Speaking and Presentation • Critical Thinking • Strategic Planning