

# Resume

## Nicole Sta. Ana

San Jose, CA 95113 | [nsta.ana23@yahoo.com](mailto:nsta.ana23@yahoo.com) | (707)392-9034 | [www.linkedin.com/in/nicolestaana](http://www.linkedin.com/in/nicolestaana)

### EDUCATION

**B.S. Business Administration, Management Information Systems** May 2026  
San Jose State University, San Jose, CA

**Relevant Coursework:** Business Writing, Business Programming, Organizational Behavior  
**A.S. Business Administration** May 2024  
Solano Community College, Fairfield, CA

### SKILLS

**Languages:** English and Tagalog

**Computer:** Proficient in Google Apps (Slides, Docs, Sheets, Meet), Social Media (Instagram, TikTok, X, Facebook), Microsoft (Word, Powerpoint, Excel), Zoom

**Technology:** Python, Microsoft Visual Studio, Familiar with C++

### PROJECT EXPERIENCE

**Team Organization Volunteering Project, SJSU** August 2024 – November 2024

- Volunteer as a team for a nonprofit organization to improve behavioral understanding in groups
- Develop and execute a team project plan; Advance management skills
- Present team experiences and findings of team effectiveness

### EXPERIENCE

**Boba Barista, Happy Lemon, Vacaville/San Jose, CA** July 2022 – Present

- Memorized full menu of 50+ drink recipes to make serve to customers while learning new recipes as necessary
- Developed multitasking skills with taking customer orders and answering questions while making drinks
- Collaborated with coworkers to efficiently operate the store
- Trained new employees on how to make drinks and become a competent team member

### ACTIVITIES

**Dancer, PARANG K-Pop Dance Club, SJSU** September 2024 – Present

**Team Captain, Badminton Team, WCWHS** January 2023 – May 2024