

# Nathan Thammavongsa

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## Education

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Spring 2026, Business Administration (MIS) BS, San Jose State University (GPA: 3.88)

## Qualifications

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- Leadership experience, managed multiple bands and events.
  - Multilingual and have great communication skills. Involved with student organizations/associations such as SJSU VSA and SJSU Akbayan.
  - Taken Business Calculus (Math 70), Bus4 91L Computer Tools for Business (Excel), Financial Accounting (Bus1 20), Managerial Accounting (Bus1 21), Intro to Programming (Bus4 92), and Business Stats (Bus2 90), knowledge of OnBase.

## Professional Work Experience

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### **Finance & Business Services Student Assistant, San Jose State University (May 2024 - Present):**

- Data mining/Auditing: In charge of assisting audit processes for over 1000 Athletic GoCard receipts per month and 55 GoCard statements. Gathering data from each faculty member's statements to see if their statements had a receipt, and whether the amounts expensed were matching, then documented and updated on a spreadsheet. Tasked with checking 50 requisition receipts.
- Supplier Inboxes and Accounts Payable: Taking 100 daily invoices from suppliers and uploading them along with specific data corresponding to the invoice onto OnBase. Checking inboxes for department approval to pay, and uploading the approval to Onbase.
- Catering and Supplier COI: To keep up with catering, updated COI/permits were checked on a spreadsheet, and vendors were contacted for documents if they were not up to date. Vendor applications to cater were also processed and filed. To maintain supplier COIs, the insurance policies were uploaded into a drive, and dates were documented in a spreadsheet.
- Campus Photocopiers: To ensure photocopiers were maintained, supply/service requests for 200+ photocopiers around campus were regularly processed and entered into a spreadsheet.
- Student Tower IDs Project: Assigned to distribute student IDs to 400 incoming freshmen and transfer students. Ensured the proper identification was used when confirming identity, improved handout times/efficiency, tracked the number of daily students, and provided information to students about how to obtain an ID.

## Personal Projects/Activities

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### **Housing Project (Fall 2022-2024):**

- Tasked with managing and finding housing for a group of 4 college students. Tasked with finding apartments that were within the budget (\$3000-\$3200 per month), a reasonable amount of space (above 1000 sqft), and places that were within 4 miles from school.
- In charge of creating a document that listed the price, sqft, distance, and link. Was the main applicant and managed the communication roles with the apartment complex, managed the application process, sent documents, got signatures and made sure deadlines/payments were met, calculated costs, and handled the renter's insurance portion.

### **SJSU VSA (Fall 2022 - Present):**

- In a mentorship program known as "ACE" in the Vietnamese Student Association.
- Learned about leadership, communication skills, and gained mentorship and connections.

### **SJSU AKBAYAN (Fall 2022 - Present):**

- Through the "KAAMP" program in Akbayan at SJSU, improved upon leadership and communication skills through the mentorships and connections that were created.