

# Phuong Nguyen

San Jose, CA | (408) 431-4299 | phuong.nguyen2045@gmail.com | linkedin/phuong~nguyen

## **CAREER OBJECTIVE**

Seeking a product management internship opportunity to utilize my technical knowledge, analytical mindset, and excellent communication skills to create innovative and inclusive solutions for user needs.

## **EDUCATION**

### **B.S. in Business Administration, Management Information Systems**

*Expected May 2025*

San Jose State University, San Jose, CA | GPA: 3.90

Relevant Coursework: System Analysis & Design, Visual Basic .NET Programming I, Business Information Systems, Database Management Systems, Networking & Data Communication, Fundamentals of Operations Management

## **SKILLS**

Technical skills: Microsoft Office Suite, Google Workspace, and project management

Bilingual in English and Vietnamese

Soft Skills: Effective verbal & written communication, collaboration, detail-oriented, problem-solving skills

## **PROJECT**

*System Analysis & Design*: Develop an information system by implementing Agile project management methodology, preparing project planning reports, conducting system & financial analysis, composing data-flow diagrams, and designing system architecture with UX/UI practices

## **PROFESSIONAL EXPERIENCE**

### **SJSU COLLEGE CORPS**

*San Jose, CA | August 2023 - Present*

*College Corps Fellow*

- Facilitate computer program enrichment teachings and after-school academic support to a group of 5 underserved third-grader students at Sherman Oaks Elementary School.
- Collaborate with a team of Fellows to develop enrichment materials and unplugged kits that meet desired program outcomes.
- Participate in weekly training, team meetings, and seminars to refine teaching methods and learn about new teaching tools.

### **COMPUTER TECHNICAL SUPPORT (CompTechS)**

*Cupertino, CA | April 2023 - June 2023*

*Student Intern*

- Refurbished donated laptops by troubleshooting and testing performance across 5+ devices to ensure a quality performance for distribution to disadvantaged college students.
- Utilized problem-solving skills in establishing solutions and identifying effective next steps when encountering a problem.
- Demonstrated a high level of attention to detail and time management skills in completing assigned projects in a timely manner.

### **SAN JOSE PUBLIC LIBRARY FOUNDATION**

*San Jose, CA | March 2023 - June 2023*

*Resilience Corps Associate*

- Designed 10+ original programs for K-8 students to explore arts and coding using Apple's Swift Playgrounds application for Biblioteca Latinoamericana Library.
- Developed 20+ program marketing content to capture prospective attendees' interest and drive engagement.
- Delegated 20+ after-school programs and delivered presentations to 20+ program attendees

