

# QUAN LE

San Jose, CA | (408) 705-5265 | [quananhle00@gmail.com](mailto:quananhle00@gmail.com) | [linkedin.com/in/quan-le-123089239/](https://www.linkedin.com/in/quan-le-123089239/)

## EDUCATION

---

<b>San Jose State University</b> Bachelor of Business Administration: Management Information Systems	<b>December 2026</b> San Jose, CA
<b>Evergreen Valley College</b> Associates of Science in Business Administration Associates of Arts in Economics	<b>May 2024</b> San Jose, CA

## WORK EXPERIENCE

---

<b>Insomnia Cookies</b> Baker	<b>April 2023-January 2024</b> San Jose, CA
<ul style="list-style-type: none"><li>• Inputted customers' orders into POS ensuring accuracy and profitability.</li><li>• Produced assigned amounts of cookies by opening time.</li><li>• Maintained sanitation, health, and safety in work areas.</li><li>• Answered incoming calls from customers and customer support employees.</li><li>• Stocked and restocked store products in display cases.</li></ul>	
<b>NEOTech</b> Assembly line worker	<b>June 2021-August 2022</b> Fremont, CA
<ul style="list-style-type: none"><li>• Examined printed circuit boards to ensure they are in perfect condition.</li><li>• Scanned printed circuit boards' barcode numbers to print corresponding barcode labels.</li><li>• Packaged printed circuit boards in accordance with barcode number ensuring accuracy.</li></ul>	

## ACTIVITIES

---

<b>Management Information Systems Association (MISA)</b> Member	<b>September 2024-Present</b>
<ul style="list-style-type: none"><li>• Attend weekly meetings and events networking with peers and professionals.</li></ul>	
<b>Association of Latino Professionals for America (ALPFA)</b> Member	<b>September 2024-Present</b>
<ul style="list-style-type: none"><li>• Engage in weekly meetings and network with alumni and industry professionals.</li></ul>	

## SKILLS

---

Microsoft Office (Word, Excel, PowerPoint), Google Drive (Sheets, Slides, Docs)

## LANGUAGES

---

English (Native Proficiency)  
Vietnamese (Limited Working Proficiency)  
Spanish (Elementary Proficiency)