

QUAN LE

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EDUCATION

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

WORK EXPERIENCE

Insomnia Cookies Baker	April 2023-January 2024 San Jose, CA
● Inputted customers' orders into POS ensuring accuracy and profitability. ● Produced assigned amounts of cookies by opening time. ● Maintained sanitation, health, and safety in work areas. ● Answered incoming calls from customers and customer support employees. ● Stocked and restocked store products in display cases.	

NEOTech Assembly line worker	June 2021-August 2022 Fremont, CA
● Examined printed circuit boards to ensure they are in perfect condition. ● Scanned printed circuit boards' barcode numbers to print corresponding barcode labels. ● Packaged printed circuit boards in accordance with barcode number ensuring accuracy.	

ACTIVITIES

Management Information Systems Association (MISA) Member	September 2024-Present
● Attend weekly meetings and events networking with peers and professionals.	
Association of Latino Professionals for America (ALPFA) Member	September 2024-Present
● Engage in weekly meetings and network with alumni and industry professionals.	

SKILLS

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

LANGUAGES

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