

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.

Product Management Club

Member

September 2025-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)