Ryan Cheng

San Jose, CA 95132 | (408) 685-3737 | Ryancheng2503@gmail.com

Objective

Seeking an intern position relevant to the MIS field to develop skills and assist in related responsibilities.

Summary

- San Jose University student pursuing a B.S in management information systems.
- Passion and knowledge in computer hardware and software.
- Proficient in computer hardware and MS Office.
- Strong communicator through both business and customer settings.
- Exceptional analytical and problem solving skills in individual and team environments.
- Office work experience, with knowledge in work conduct and practices.
- Eagerness to learn and adapt to any work scenario.

Work Experience

July 2019 - September 2019

ASUS Computer International, 48720 Kato Rd, Fremont, CA 94538

 Marketing Assistant Intern

Highlights:

- Directed contact outreach and communication with candidates for a product promotion campaign and addressed incoming issues, becoming the basis for a promotional article generating over 10,000 views.
- Instructed a PC building workshop for peers and co-workers, creating increased computer hardware proficiency among teammates.
- Optimized SEO and curated product information for Amazon A+ content.
- Tested networking products for stability and performance.

July 2018 - August 2018

ASUS Computer International, 800 Corporate Way Fremont, CA

Marketing Assistant Intern

Highlights:

- Built themed PCs for a marketing event at PAX West.
- Collaborated with production teams for in house ASUS ROG streaming events, clipping highlights to promote on social media.
- Troubleshooted product issues and developed feedback.

Education

August 2020 - May 2022 (Expected)

San Jose State University, San Jose, CA

B.S, Business Administration, Concentration in Management Information Systems

- Writing Workshop for Business
- Fundamentals of Management and Organizational Behavior
- System Analysis and Design
- Legal Environment of Business
- Global Dimensions of Business

September 2017 - June 2020

De Anza College, San Jose, CA

- Communications
- Introduction to Business
- Computer Tools for Business

Skills

Microsoft Office: Word, Powerpoint, Excel | Adobe Creative Cloud: Photoshop, Premiere