

Richard Tran

San Jose, CA 95132

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Education

San Jose State university

Management information systems
BA GPA 3.2

San Jose, CA

May 2024

August 2021

De Anza Community College

Business administration
BA Gpa 3.0

Cupertino, CA

May 2021

September 2018

Experiences

Intern - Shoof Technologies

Cupertino, CA

April 2019 - September 2020

- Responsible for testing items that would go into the final product.
- Handling, sorting and moving products from the warehouse to the main office.
- Checked each product before shipping to ensure everything is in order before shipping.

Receptionist - Aruba Salon

Mountain view, CA

May 2018 - On & Off

- I learned and followed all store policies and procedures. Thus resulted in fewer mistakes and improved customer service.
- Answered incoming calls in a timely and professional manner, ensuring all inquiries were handled appropriately

Skills

-Python -MYSQL -SQL -VPN -Linux -Analytics
- Microsoft PP -Teamplayer -Adobe Photoshop -Problem solving

Volunteering

Interact

August 2015 - May 2017

- Did volunteering at the San Jose Viet festival from 2016 and 2017.
- Helped volunteer with the 2016 Cinquest Film & Creativity Festival.

Keyclub

August 2015 - May 2017

- Volunteered at light the night from 2016 and 2017.
- Did various other volunteering works.