

Ryan Yoo

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Education

San Jose State University || Dean's Scholar

Business Administration, Concentration in Management Information System (MIS)

Major Gpa: 3.6

Expected Graduation - June 2025

Skills

- Relevant coursework: Computer tools for Business and Finite Mathematics
- Technical Skills: Google workspace, Excel, Power Point, Teamwork, IMovie, Typing Speed 50-60, Asana, Notion

Licenses & Certification

- **Foundation of Project Management (Coursera)**
 - Learned the different roles and responsibilities that project managers have in certain industries and how they apply certain skills to handle these tasks
- **Project Initiation: Starting a Successful Project (Coursera)**
 - Significance of the project lifecycle and how does that impact the development of the project as it undergoes the process of each phase of the life cycle
- **Project Planning: Putting it All Together (Coursera)**
 - Identifying tools that allow the project manager to build the project plan and recognizing components to seek the scope of the project in order to execute the phase smoothly
- **Project Execution: Running the Project (Coursera)**
 - Using key concepts and implementing them into how to manage a team properly and analyzing data to communicate to inform the progress of the project's timeline

Leadership & Community Service

President and Founder of the Project/Product Management Association Club (PMA) Oct 2022- Present

- Created a start up club from the bottom to the top and now have over 40 members
- Developed and implemented strategies to increase membership and engagement within the organization
- Facilitated communication and coordination among executive board members to ensure that the events would run successfully
- Provided mentorship and guidance to members in order to develop their skills and knowledge that want to strive in the PM career field

Sunnyvale Community Services

July 2017 - August 2018

Volunteer Staff

- Supplied daily nourishment packages to ensure the community's well-being
- Provided and instructed financial support to over 6000 individuals for rent-related issues
- Organized daily donations from different groups to supply children's back-to-school supplies

Work Experience

San Jose Unified District

Office Assistant

Oct 2022 - Present

- Took phone calls from parents and students

- Filed any documents in alphabetical order into cabinets and storage
- Applied Excel to schedule and coordinate any events as well as record any student's names by order

Citi mall - Women's Fashion

October 2019 - July 2022

Sales Associate and Cashier

- Greeted and advised customers on the latest fashion trends
- Organized daily inventory to present an appealing environment for every customer
- Retained clients through personal interactions to contribute to the community's growing culture
- Produced a strategic plan for the store in order to stabilize the net growth that we received

Projects

Hong Dae Pocha

- Partnered with a start-up restaurant and created a social media account to promote their franchise and network to more customers
- Collaborated with other food content creators that assisted our scope of deliberation and promoted our restaurant to reach out to more users
- Hired graphic designers and photographers to assist in creating better menus and high quality food photos to display better content for the instagram feed

Carry the Love

- Worked with a group of christians that are passionate about spreading the holy gospel and coordinated an event to influence other people about Christianity
- Collaborated with other ministries on campus to expand our source of communication and organized meetings according to our schedule