

# Silena Tran

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## Education

- Attending San Jose State University | [Expected graduation: June 2027]
    - Bachelor's degree in Business: Management Information System
    - GPA: 3.7
  - Graduate of Silver Creek High School 2023
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## Professional Experience

- **Barista | [Pure Tea Bar] | 2023-2025**
    - Handled 50+ daily orders, maintaining 100% accuracy in transactions & custom requests
    - Operated espresso machines and brewing equipment during peak hours
    - Trained new hires on multiple drink recipes and work protocols
  - **Team Member | Cinnabon Eastridge | 2022-2023**
    - Worked as shifts leader and inventory manager
    - Managed cash at the register during closing shifts
    - Handled heavy customer flow, memorized drink recipes, and maintained a clean workplace
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## Volunteer Experiences

- **Treasurer of the Silver Creek Highschool club from Sophomore year to Senior year**
  - **Green Society club: spreading environmental friendly habits and activities**
    - Kept track of club weekly spending and income
    - Organized fundraising events
    - Created monthly expense reports using Excel
    - Helped other officers partner up with other clubs and align interests for exclusive events and activities
  - **Waitress at Bloom Saigon (non-profit service)**
    - Temporary community service in February 2019
    - Quick adaptability to different customers' needs
    - Endured physical work; kept track of inventory, serving food to tables, & lifting objects
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## Skills

- Specializing in visual artwork, digitally and traditionally work
- Fluent in English and Vietnamese
- High adaptability to challenges and new work environments
- Excel in Microsoft Excel and Adobe Express

