

# Sophia Nguyen

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**Skills: Proficient in Microsoft Office, including MS Excel, MS Word, and MS PowerPoint, Data-Driven, Analytical thinking,**

## Education

March 2022- present (expected to graduate in June 2024)

**San Jose State University - Bachelors in Business Administration- Management Information Systems**

August 2020- March 2022

**De Anza College- Associate of Arts: Liberal Arts- Business and CIS Emphasis**

**De Anza College- Associate in Science: Business Administration for transfer**

August 2016- June 2020

**Silver Creek High School- High School Diploma**

## Experience

March 2022- June 2022

**Closet World, 20470 Corsair Blvd, Hayward, CA 94545- Sales Designer**

- Sold \$35,000+ worth of closets
- Presented and designed closets for 8-10 clients weekly
- Processed credit and check payments through the mailing system
- Maintained up-to-date product knowledge by participating in products, sales, and design training/meetings
- Champion promotional items to increase sales revenues and actualize consultative sales techniques to achieve set sales goals; confirm and change price approvals on designated products during seasonal promotions.

May 2021- March 2022

**Milk Tea Lab, 1601 Branham Ln, San Jose, CA 95118- Barista**

- Know how to make impeccable drinks and foods very quickly.
- Deliver impeccable hospitality to customers such as greeting and interacting with them while taking their orders.
- Maintain a sanitary and clean store that follows health, safety, and sanitary guidelines.

December 2018- November 2019

**McDonald's, 1033 E Capitol Expy, San Jose, CA 95121 - Crew Member**

- Maintained energy and enthusiasm in a fast-paced environment while keeping the workplace clean and sanitary.
- Prepared products following restaurant, health, and safety standards and procedures.
- Collaborated with team members to complete orders which improved the team's efficiency.