

Tan Truong

(408) 442-8668 | tantruong0628@gmail.com | www.linkedin.com/in/tantruong93

EDUCATION

B.S. in Business Administration
Concentration: Management Information Systems
San Jose State University, San Jose, CA

Expected Graduation: Dec 2027

Mission College | San Jose City College
San Jose, CA

RELEVANT COURSEWORK

Business Statistics (in progress) | Introduction to Business Programming (in progress) | Financial Accounting | Managerial Accounting (in progress)

EXPERIENCE

Vietnamese American Organization

Aug 2022 – May 2024

Team Member

San Jose, CA

- Coordinated with a team of over 20 members to plan, organize, and execute community events with over 400 attendees.
- Assisted 50+ guests with forms, surveys, and event information, improving the attendees' experience.
- Built connections with students from various high schools and colleges to strengthen networks by 30%.
- Participated with Evergreen Community College District with their East San Jose Expansion Community Engagement, increasing community participants by 15%.
- Led teams of 8-10 members (Games Department for the VAO Community Festival 2023 and the Amazon Giveaway Department for 2024), streamlined workflows, and improved event efficiency.

Insane Ink, Custom Apparel

Aug 2022 – Dec 2023

Finance Team Coordinator

San Jose, CA

- Generated accurate quotes for 20+ clients and confirmed order details and timelines to ensure delivery on time and reduce errors.
- Collaborated with design teams to customize 50+ apparel graphics that aligned with clients' requests.
- Maintained team financial records, and organized, clean, and kept track of the inventory of over 500 blank apparels to ensure smooth daily operations.
- Operated a DTG (Direct-to-Garment) hot press machine to produce 30-50 apparel items per week with a quick turnaround time.

SKILLS

Technical: Microsoft Office (Word, Excel, PowerPoint) | Google Workspace (Docs, Sheets, Slides, Forms) | Zoom | Social Media (Facebook, LinkedIn) | AI tools (ChatGPT, Copilot, Gemini, Claude, Perplexity)

Languages: English (fluent) | Vietnamese (fluent)

HONORS & AWARDS

Academics: President's Education Awards Program | CTE Award: Marketing/Entrepreneurship | California State Seal of Biliteracy

Leadership & Volunteer: State of California Senate Certificate of Recognition | Certificate of Special Congressional Recognition | Spartan Career Readiness Mentoring Program