

Tiffany Duong

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OBJECTIVE

Emerging junior student at San Jose State University majoring in Management Information Systems with a strong academic foundation and passion for technology. I am currently seeking internship opportunities in the field of cybersecurity.

WORK EXPERIENCE

Private Tutor, San Jose, CA June 2023 - Present

- Provided private academic instructions to individual students to help improve their intellectual performance and exam scores
- Collaborated with the student and parents to help determine the best plan for the students needs, academic progress, student learning style, and tutoring plan
- Created an academic goal for each student to help achieve their goal
- Prepared fun academic activities to better help the student understand the materials using their choice of interest
- Provided helpful feedback to students in a positive and encouraging manner and/or build the student's confidence level

Receptionist, Tuan Auto Tech, San Jose, CA Jan 2018 - Feb 2020

- Greeted and assisted customers with bright attitude and smile
- Processed appointments and payments
- Responsible for answering incoming calls

SKILLS

Technical Skills: Proficient in Python, SQL, Visual Basic,

Computer Skills: Microsoft Office (Word, Excel, PowerPoint), Google Suites (Sheets, Slides, Docs), Zoom

EDUCATION

B.S. Business Administration, Concentration: Management Information Systems

San Jose State University, San Jose, CA, GPA: 3.7, Dean's Scholar Aug 2021 - May 2025

Related Coursework: Financial Accounting, Managerial Accounting, Legal Environment of Business, Business Statistics, Introduction to Business programming, Computer Tools for Business

ACTIVITIES

Member, Management Information Systems Association, SJSU Spring 2022 - Present

Member, Women in Business, SJSU Fall 2022 - Present

Award & Acknowledgements

- Dean's Scholar Fall 2021 - Present