

Thanh Huyen Le

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EDUCATION

B.S., Business Administration, Management Information Systems Concentration August 2022– Present
San José State University, San Jose, CA, GPA: 3.98 **Expected Graduation: May 2026**

Relevant Coursework: Computer Tools For Business, Writing Workshop for Business Students, Business Statistics, Financial Accounting, Business Programming (Introduction to Python), Legal Environment of Business

President's Scholar Fall 2022

PROJECT EXPERIENCE

Social Media Project April 2023 – May 2023

San Jose State University

- Managed a team of 6 to research social media usage in the entertainment industry through effective communication, resulting in A grade
- Coordinated logistics to ensure understanding of progress and expectations among members
- Moderated internal deadlines and reviewed research documents to assemble a final document, ensuring 100% flow and quality

Spotify Project November 2022

San Jose State University

- Led a team in crafting a Python program that filters data from Spotify in Collaboratory
- Contributed to 70% of project's codes with A grade result
- Guided 3 groupmates by resolving all questions and concerns
- Planned and facilitated group meetings to advance project progress each week

Writer Intern July 2020

Youngzine News, Digital

- Researched and produced weekly articles geared toward adolescents independently
- Compiled relevant information and explained in easily digestible terms, totaling to 4 articles

WORK EXPERIENCE

Store Associate August 2021 – Present

Daiso, San Jose, CA

- Complete assigned tasks in fast-paced retail environment as a senior member while balancing schoolwork
- Led and directed 5 trainees through their job assignments
- Review Point of Sales system to enter profit data into Excel independently at the end of business day
- Assist at least 10 customers daily by providing product location and information

SKILLS

Computer: MS Word, PowerPoint, Excel, Google Applications, Google Colab

Programming Language: Python

Languages: English and Vietnamese (fluent), Japanese (intermediate)

HONORS

Member, Management Information Systems Association

January 2023 – Present