

Tommy Ngo

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Professional Summary

Detail-driven with experience in inspection, documentation, and customer-facing roles. Reliable, strong communication, and the ability to quickly learn new systems and procedures. Ready to provide reliable support in a dynamic operations or administrative environment.

Core Competencies

- Process Compliance & Documentation
 - Customer Support & Communication
 - Cross-Functional Team Collaboration
 - Adaptability in Fast-Paced Environments
 - Bilingual: English (Fluent), Vietnamese (Intermediate)
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Experience

Reservoir Vessel Inspector

Mussel Dogs – Santa Clara County, CA, Mar 2023 – Jul 2023

- Conducted compliance checks and inspections for all incoming vessels.
- Reviewed legal documentation (insurance, registration) for accuracy.
- Logged entry/exit data into systems and explained procedures to the public.
- Maintained a consistent and professional presence at a county-regulated site.

Server

One Pot Shabu Shabu – Cupertino, CA, Jan 2023 – Mar 2023

- Service front-of-house.
- Served food and beverages.
- Busser
- Responsible for opening and closing

Server

Poki Bowl – San Jose, CA, Aug 2021 – Oct 2022

- Managed both front-of-house tasks and backend.
 - Maintained order accuracy, assembled meals, and processed transactions (POS system).
 - Developed multitasking and prioritization skills under fast-paced conditions.
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Education

B.S. in Business Administration (In Progress)

San Jose State University – San Jose, CA

Starting August 2025

Associate of Arts in Economics

Evergreen Valley College – San Jose, CA

Aug 2021 – 2024 (Completed)

High School Diploma

Andrew P. Hill High School – San Jose, CA

2021

