

Veron Le

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San Jose, CA 95116

Summary of Qualifications:

- Experience in leadership
- Ability to work under high time pressure
- Knowledge of different office software (Microsoft Word, Excel)
- Flexibility and fast adaptation of new technologies

Education:

B.S in Management Information Systems, San Jose State University, anticipated graduation: Spring 2025

Program coursework:

- Network System Administration: Window Server 2012, Active Directory Domain Services
- System Design and Analysis: Designed and implemented enterprise solutions using project management methodology. Created a mock wireframe as part of the final project using Figma and LucidChart.
- Organizational Management: Led a group of peers to submit a report detailing a business proposal, including product service design and business management strategy.
- Python programming and Programming paradigms: Gained the skills to program in Python, as well as understandings of data structures and object-oriented design for applications.
- Data structures and algorithms: Acquired proficiency in fundamental data structures, problems solving and practical algorithms design.

Work Experience:

Fortrend Engineering, San Jose, CA, June 2023 - Aug 2023, Data Control Intern. Proficient in data entry, cleansing, and data quality assurance; Rapid technological skill acquisition. Develop Python scripts to clean the dataset based on specific requirements; Used SQL to import the data into the document control software UniPoint.

City of Sacramento, Sacramento, CA, 2022-2023, Information Technology Intern. Solved end users' hardware and software problems using ticketing systems, as well as other assisting tools; Collaborated with other IT team members on projects and initiatives, related but not limited to networking, updating databases and operation security; Assisted various high priority personnel and executives under time pressure.

Cosumnes River College - Computer Science Department, Sacramento, CA, 2022-2023, Instructional Assistant. Gave students guidance on a wide range of assignments, including but not limited to coding, various operating systems and applications; Helped students with problem solving and critical thinking practice to achieve improvements in programming classes; Followed the teachers curriculum materials to better support student learning and success; Maintained computer lab equipment and ensure all software and hardware are in working order.

Minh Viet Academy, Remote, Sep 2020 - Dec 2023, Operational Assistant. Assist teachers in online classrooms to ensure a smooth learning experience for students; Periodically update the school's database; Manage and publish learning schedules for students through Canvas; Take responsibility for additional projects that need to be completed within a specific time frame.