

Victor Nguyen

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Summary of Qualifications:

- Proficient in software programs, including Microsoft Excel and Office
- Trilingual while possessing the ability to demonstrate strong verbal and written communication skills
- Advanced problem solving and analytical skills
- Always striving and eager for opportunities to learn new information

Education:

B.S in Business Administration: Management Information Systems May 2023
San Jose State University, San Jose, CA

Work and Volunteer Experience

Go Fish Poke Bar, San Jose, CA: BOH Chef Aug 2018 – Sept 2020

- Responsible for managing all kitchen staff and performed daily safety checks on sanitation of equipment
- Assisted in managing the business under multi-tasked environments such as rush hour as well as operating on shifts with a low attendance of staff members
- Formed an excel inventory database that kept track of all ingredients and equipment that needed resupplying to ensure effective store operation

Tea Society, San Jose, CA: Barista Jan 2018 – July 2018

- Lead manager of a team of 4 employees and assigned roles making sure the shift was smooth and efficient.
- Trained new employees to learn the proper and correct procedures of operating the business, while keeping training guidelines and documentation up to date
- Demonstrated the ability to interact with customers and gathered necessary information that would assist in improving store operation

Program Coursework

- 26 units of core business classes: Business Management, Business Programming, Networking and Data Communication, Database Management Systems, System Analysis and Design

Interests

Computer Enthusiast

- Built and maintain personal gaming computer with high end specifications
- Installed and updated Windows operating system onto client's desktops and notebooks