

William Hoang Huu Le
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Address:

1091 Keldon Drive, San Jose, CA 95121

Summary of Qualifications:

- Strong experience in front line customer service
- Strong communication skills and time management
- Intermediate skills with software skills such as Microsoft Excel and Google Sheets
- Cooperated with a business owner on creating their business plan
- Trained to manage inventory on a daily basis
- Having a mentality of continuous improvement
- Willing to have new experiences and expanding my knowledge
- Motivated co-workers to continue and push through with their job and training

Education:

High School Degree at Yerba Buena High School, San Jose, California, completed in May 2017

Associate Transfer Degree in Business Administration, Evergreen Valley Community College, San Jose, California, completed in December 2021

Program coursework

- 34 credits of general education that includes Computer Info Technology, Program and Design (Python), and Business Calculus
- 26 credits of core business such as Business, Operation Management, Accounting and Finance

Bachelor in Business (Management Information Systems), San Jose State University, San Jose, California, expected to graduate in December 2023

Program coursework

- 40 credits of core business courses such and Financial Accounting, Computer Tools for Business, Strategic Movement, and Business Ethics
- 27 credits of concentrated courses such as Business Strategy and Information Systems, Systems Analysis and Design, and Advanced Networking and Data Communications

Work Experience

T4 (Tea4U), January 2017 - August 2017, April 2019 - October 2019, Barista/Cook/Cashier Associate worker that was able to multitask such as customer service, cooking food to the customer's preference and making drinks. Assisted with the manager of keeping track of inventory and creating new ideas for upcoming promotions.

U.S. Military Service, August 2017 - January 2019, Army Active Duty
Enlisted military member of the United States Army. Trained to be disciplined and follow the standards and orders that were given. Performed at the highest satisfactory level at every training field. Worked with headquarters of the battalion and cooperated with the division as the communications specialist. MOS (Job) is 25Q, Multichannel Transmission Systems Operator-Maintainer

Round One Entertainment, October 2019 - June 2021, Associate
Maintaining customer satisfaction and retaining customer loyalty through customer service. Increase productivity around the venue while shadow-training the new employees. Management cash transactions with higher-ups. Maintained monthly inventory for the upcoming months.