

Yen Tran

(408) 560-6375

yentrann0507@ gmail.com

Los Banos, CA

OBJECTIVE

Hardworking and reliable employee with background in operating cash registers, providing excellent customer service.

Highly organized, proactive, and punctual. Work well within team settings.

Seeking an entry-level Business job and Internship that will utilize my skills, experience, and knowledge.

Willing to learn more and more to improve myself.

EDUCATION

01/2019 to 05/2022

Associate Degree for Transfer in Business Administration

Evergreen Valley College

San Jose, CA

Expected: May 2024

Bachelor of Science in Business Administration Concentration in

Management Information Systems

San Jose State University

San Jose, CA

RELEVANT COURSE:

- Managerial Accounting
- Statistics
- Principles of Financial Accounting
- Principles of Macroeconomic Theory
- Introduction of Macroeconomic Theory
- Legal Environment of Business

TECHNICAL/ NON-TECHNICAL SKILLS:

- Microsoft Word, Excel, PowerPoint
- Telephone Communication
- Python, HTML to create a website
- Good Time Management
- Bilingual in Vietnamese and English
- Problem solving

WORK HISTORY

12/2021 to present Office Assistant
 Eye Site Optometry
 San Jose, CA

Answer telephones, schedule appointments for patients.

Keep track of patient information and organize office records.

Process insurance claims.

Help patients clearly understand prescriptions and referral letter.

Remind patients about appointment times.

12/2018 to present Cashier
 Bambu Story
 San Jose, CA

Receive and process payments by cash, credit cards, Apple/Google Pay.

Check quality freshness of dessert and pre-made desserts before selling.

Treat customers nice and friendly.

Work with team-working and help each other to serve customers as good as possible.

Report cash and transactions end of shift.

Keep work area clean.