

Zwe Lin Htet

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OBJECTIVE

Seeking an internship for Business Execution Team Program Manager position at Adobe Systems, located in San Jose.

EDUCATION

B.S., Business Administration; concentration in MIS December 2025
San Jose State University, San Jose, CA

A.S.-T., Business Administration for Transfer 2.0 December 2023
De Anza College, Cupertino, CA
Relevant Coursework: Python, C++, Visual Basic .NET

PROJECT EXPERIENCE

Employee Self Service System Project, SJSU January 2024 - Present

- Conduct interviews and **data analysis** to identify critical requirements for the Employee Self Service System.
- Evaluate **project feasibility**, including budget constraints, and technical requirements.
- Engage with stakeholders across departments to improve operational efficiency and employee satisfaction.

EXPERIENCE

Cashier, De Anza College Dining Service January 2023 - December 2023

- Managed customer inquiries, addressed concerns, and provided service to ensure a positive dining experience.
- Trained new employees on cash handling procedures and customer service protocols.
- Communicated and collaborated with colleagues and supervisors to address any issues.

Event Coordinator, Burmese Association of De Anza College January 2022 - December 2022

- Planned and executed at least five events specifically designed for all students, with a particular focus on Burmese students, at De Anza College.
- Led and provided direction to ensure all the volunteers were aware of their responsibilities.

SKILLS

Languages: Fluent in English and Burmese

Computer: Proficient in Microsoft Word, **Excel**, PowerPoint, **SharePoint**, Google Apps (Sheets, Slides, Docs, Meet), Social Media (Facebook, Instagram, X), Zoom, Slack, Lucidchart, Miro

ACTIVITIES

Member, Management Information System Association (MISA), SJSU February 2024 - Present