**Chau Tran** Tran.chau00@gmail.com

*1507 East Cayuga Street | Philadelphia | PA | 19124| tel: 267.939.5485*

EDUCATION: **TEMPLE UNIVERSITY**, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Management Information System

GPA: 3.15

**COMMUNITY COLLEGE OF PHILADELPHIA**

September 2009- May 2011

GPA: 3.45

Work Experience

Dunkin Donuts, February 2015 - Present

* Cashier/ Staff member
* Handled currency and credit transactions quickly and accurately
* Communicated clearly and positively with coworkers and management
* Followed procedures for safe food preparation, assembly, and presentation
* Coordinate with staff members to provide seamless service

Action Manufacturing, January 2014 – April 2014

* Demonstrated accuracy in the assembly of units/components while working with machinery
* Carrying out basic testing and quality checks
* Record information of daily production quantity

Activities

Temple University Association of Information System

* Member ,Temple AIS- student professional organization which promotes IS through professional development, social and community activities
* Member/Peer instructor , Temple’s Technical Development Application Program- workshops that promote and teach technical computer skills

Design Challenge 2015

* Work with team members to create solution for Septa
* Design infographic to convey solution and information

Philly Give Camp 4 January 2014

* Build websites for non-profits using WordPress, PHP, and HTML
* Gather requirements from client and developers for website
* Teach client to use WordPress functions and how to maintain site

SKILLS & LANGUAGES:

* Computer/Technical- PHP, SQL, WordPress, Microsoft Office suite
* Excellent communication and listening skills
* Team skills/ team oriented/team player
* Self-supervising and organized