Chau Tran

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# Education

## Associate of Arts | San antonio college | expected graduation jun 2023

* Major: Business Administration
* GPA: 4.0
* Member of Honors Academy
* Relevant Coursework: Financial Accounting, Microeconomics, and Macroeconomics

## REAL ESTATE CREDENTIAL | Alabama university | nov 2022

* Certified by CORE (Career Opportunities in Real Estate) through the Alabama Center for Real Estate

## Digital marketing & E-commerce | Google | in progress

* Professional Certificate offered by Google

# Experience

## office assistant | San Antonio college | oct 2021 – dec 2022

* Administrated tasks in computer lab environments
* Greeted roughly 25 students every day and assist students with needed technical help
* Answered incoming calls and directed callers to appropriate department

# Extracurricular Activities

## honors AA in business administration

* San Antonio College, San Antonio, TX
* Expected graduation: Jun 2023

## Phi theta kappa honor society

* Phi Theta Kappa – Beta Nu San Antonio College Chapter

## Volunteer activities

* Food Bank Organization | San Antonio | Sorting food
* Lunar Eclipse Watch Party | SAC Scobee Education Center | Assist visitors’ needs

## Design management | Ielts compassion organization | july 2018 – july 2019

* Pitched ideas for designing theme and designed digital products (posters and daily posts)
* Ensure the quantity and quality of designing team’s products
* Managed and operated organization’s social media (Facebook, Instagram, and Wix website)

# Additional

## Technical skills

* Microsoft Word, Excel, PowerPoint, and Access
* Basic Adobe Photoshop and Illustrator

## employable skills

* Customer Service
* Critical thinking and problem solving
* Teamwork and collaboration
* Professionalism and strong work ethic