

VERON LE

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EDUCATION

San Jose State University

B.S. in Management Information Systems | GPA: 4.0 | Honors Program

San Jose, CA

May 2025

OBJECTIVE

Dynamic and fast-learning Management Information Systems professional seeking a functional role, where I can leverage my analytical skills, extensive IT knowledge, and project management expertise to drive business solutions and improve client outcomes.

TECHNICAL SKILLS

Languages: Python, SQL, JavaScript, HTML, CSS

Developer Tools: Git, VS Code, PyCharm, Jupyter Notebook

Libraries: Pandas, Matplotlib, Numpy, Tensor Flow, Keras, Scikit-learn, Requests, BeautifulSoup, Selenium

Project Management: Microsoft Project, Asana, Jira, Agile Methodology, SCRUM

EXPERIENCE

Operations Assistant

September 2020 – December 2023

Minh Viet Academy

Remote

- Managed day-to-day operations and supported **strategic planning and implementation**, improving organizational efficiency and effectiveness
- Built a cross-functional relationships** with the sales team and data analytics team to better understand students' interest in international university programs
- Periodically updated the academy's student database of more than 10,000 records using **Excel** and **Python**

Data Governance Intern

May 2023 – August 2023

Fortrend Engineering

San Jose, CA

- Delivered a **80% data optimization** through the resolution of data conflicts and consolidation of information into a **single system**
- Directed the automation of data cleaning processes using **Python** for over **27,000** drawing files
- Implemented data governance standards to maintain the integrity of database operations using **SQL Server Management Studio**

Information Technology Intern

September 2022 – January 2023

City of Sacramento

Sacramento, CA

- Communicated effectively** with the end users to resolve the technical issues in a timely manner
- Collaborated with Network and Security team** to enhance operational security measures, ensuring strong technology infrastructure management

Instructional Assistant

July 2022 – December 2022

Cosumnes River College - Computer Science Department

Sacramento, CA

- Supported academic instruction by tutoring students in programming languages like **Python, C++**, **Java**
- Served as a technology-focused **career consultant** for students and offered practical guidance and industry insights

PROJECTS

Elevate Communities Hackathon | Data Scraping, Data Structures, Solution Integration

March 2024

- Coordinated functional and technical teams** to design and implement a sustainable technology solution for non-profit organization UnCommon Law
- Awarded the **Outstanding Teamwork title** for exceptional team collaboration and leadership

CERTIFICATION AND COURSEWORK

Juniper Networks Certified Associate (JNCIA) | Network, Routing, Firewall

January 2024

System Design and Analysis | Lucid Chart, Figma, PM Methodology

Topics in Machine Learning | ANN, CNN, Scikit-learn, Tensor Flow, Keras

Programming Paradigms | Functional programming