

# Jonathan Nguyen

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Business Office Supervisor  
1813 Oakbranch Dr., Pearland TX, 77581

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## Education

B.S. Computer Science (In Progress) - Western Governors University  
A.S. Computer Science (2017) - San Jacinto College  
A.A. General Studies (2017) - San Jacinto College

## Employment

*San Jacinto College*

Business Office Supervisor 10/20 - Present

A management position that includes duties such as vault auditing, mass student reporting, managing staff, and various projects as needed. Other duties include cashiering, daily reports, and handling student concerns.

Records Specialist 02/16 - 10/20

The job duties included processing electronic transcripts, evaluations, and special projects. Other duties consisted of writing scripts, streamlining work processes, and increasing productivity.

Student Account Specialist 06/14 - 04/16

The duties of the role were fulfilling payment contracts, managing the cash drawer, processing student payment transactions, and running reports for other offices in the college.

## Certifications

CompTia Project+

## Knowledge

*Programming Languages*

Medium: Autohotkey, Python, Markdown, Java  
Novice: SQL

## References

Ryder Bush - (805) 368-0743  
Sherry Gray - (832) 621-7040  
Barbara Ewell - (281) 731-6586