Jarron Nguyen

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EDUCATION

B.S, Computer Information Systems, Arizona State University, Tempe, AZ   **May 2025**

- GPA: 3.89
- Notable Courses: Front End Development (HTML, CSS, JavaScript), Java and Python Web Development, Database Management, Agile Project Management

Minor, Film and Media Studies, Arizona State University, Tempe, AZ   **May 2025**

PROFESSIONAL EXPERIENCE

Enterprise Data Management Intern, Shamrock Food Service, Phoenix, AZ   **May 2024 – August 2024**

- Interned with Shamrock Food Service's Vendor Administration Team, focusing on the management of items and vendor data in their enterprise data management system.
- Audited 5,000+ items using Excel and Syndigo, correcting mislabeled attributes and improving data accuracy by 30%, reducing vendor-related errors in procurement workflows.
- Built a Power Automate + Document Intelligence system that reduced manual data entry time by **75%**, automating 100+ vendor contracts and increasing data reliability.

IT Consultant, Davidson Law Group, Scottsdale, AZ   **January 2024 – February 2024**

- Automated categorization of 1,000+ email records and legal documents using Power Automate, cutting down organizational time by 40% for the legal staff.
- Recovered and organized over 50 GB of critical Outlook document files, restoring 100% of the firm's archived legal data.

Cost Accounting Intern, Align Precision, Tempe, AZ   **June 2023 – October 2023**

- Worked under the plant's CFO to shadow accounting practices, gaining a better understanding of the business context for accurate data analysis reporting.
- Created 10+ financial dashboards with Excel, helping leadership identify a 15% variance in monthly cash flow and adjust spending strategies accordingly.

PROJECTS

University Student Dashboard – Scrum Master   **January 2025 – March 2025**

- Built a dashboard that will be utilized by students with information about academic progress, finances, and upcoming events to streamline university activities with an all-in-one platform.
- Led a team of 5 in daily stand-ups and retrospectives, reducing sprint blockers by 50% and increasing sprint velocity by 20% over 3 iterations.
- Utilized Jira daily to upkeep the scrum board and manage user stories to harbor a self-managed working environment.

Rockin' Business Challenge – Product Owner   **May 2024 – August 2024**

- Collaborated with a team of 3 developers and 2 analysts to implement a solution that automated 5 vendor contract processes, processing over 100+ contracts in total, enabling an estimated 50% faster onboarding cycle.
- Developed a process improvement project focused on automating manual data entry of vendor contracts within the Contract Administration team utilizing an A.I service called Document Intelligence and Power Automate.
- Exceled in a scrum environment as Product Owner, establishing relationships with Contract Admin to create meaningful stories and sets of acceptance criteria for the project's backlog issues to ensure clear requirements for the developers to follow.
- Built BPMN and sequence diagrams for the team to provide consistency in the coding architecture allowing for a more efficient process for the developers.
- Presented our projections to C-level executives ensuring time and monetary savings of 500 labor hours and $10,000 in costs.

SKILLS

- Excel, QuickBooks, SQL, Entity Relationship Diagrams, Python, Java, HTML, CSS, JavaScript, Syndigo EDS and CES, Jira, Microsoft DevOps