

KHAI PHAM

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EDUCATION

UC San Diego

Grad: December 2021

Bachelor of Science, Management Science

Minor: Business

RELEVANT EXPERIENCES

U.S. Securities and Exchange Commission(Washington, D.C.)

August 2020 - April 2021

Division of Economics & Risk Analyst Intern

- Reorganized the SharePoint site to increase navigation and ease accessibility of historical documents
- Created a Power BI dashboard to track the progress of migrating data to the target state
- Merged DERA with McKinsey & Co. feasibility report to create a roadmap for initiatives

California Department of Transportation(Oakland, CA)

May 2018 - September 2019

Business Administration Student Assistant

- Heavy data entry of physical archive of staff medical records and parking applications into cloud storage archive
- Developed office space diagrams with Microsoft Visio for annual building audit and personale accessibility
- Processed incoming staffs information into personale system and purged inactive profiles

OTHER EXPERIENCES

Patio Heater Sales(Castro Valley, CA)

September 2020 - December 2020

Owner

- Sold over 300+ units of patio heaters to local businesses, netting \$75,000 in revenue
- Sourced product from wholesaler and managed inventory from garage space
- Delivered and assembled products to local businesses

Community Tech Network(Oakland, CA)

September 2017 - May 2018

Volunteer

- Held seminars on common fraud and cybersecurity safety measures
- Held computer lessons and general computer help at public libraries
- Attended weekly seminars hosted by tech companies on professionalism, resume building, and job opportunities at tech companies

Whole Foods (Dublin, CA)

October 2017 - April 2018

Barista

- Promoted customer retention by maintaining high standards of service in a fast-paced environment of over 125+ daily customers
 - Supervised a group of 3 incoming employees of their tasks, duties, and responsibilities
 - Received 15% of daily tips by delivering quality service through high customer satisfaction rates
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SKILLS AND QUALIFICATIONS

- Programming Languages: C++, Java, and Stata
- Related software: SharePoint, Power BI, Confluence, Jira, SharePoint
- Relevant Coursework: Operations Research, Financial Markets, Corporate Finance, Econometrics, Linear Algebra, Multivariable Calculus

