

Contact

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Top Skills

Patient Support

Technical Support

Active Learning

Ngoc Linh Dan Nguyen

Tutor/Student Assistant

San Jose, California, United States

Summary

Two years of Sever experience bringing enthusiasm, dedication, and an exceptional work ethic. Knowledge of wine pairing about Japanese cuisine. Dedicating to proving guests with a positive dining experience. Ability to work well on a team or individually and follow the instruction to complete tasks effectively. I was told that I have great people skills, and I'm always friendly with others.

Experience

RESTAURANTE KOYA SUSHI

Customer Service

October 2020 - Present (2 years)

Almaden, California, United States

- Greet customers in a prompt and courteous manner
- Take orders from patrons for foods and beverages
- Check with customers to ensure they are enjoying their meals and take action to correct any problems
- Communicate effectively with kitchen staff regarding customers

San Jose City College

Tutor/ Student Assistant

January 2022 - May 2022 (5 months)

San Jose, California

- Provide students with English tutoring assistance.
- Provide students with technical assistance related to the lab and learning activities such as navigating Canvas, Self-service/MyWeb, Zoom, printing services, and basic MS office skills.
- Provide basic office assistance including filing and organization of ESL lab.
- Provide information and resources about a variety of campus services designed to support and enhance learning opportunities for students.

Sushi Boat Town

Customer Service

February 2019 - September 2019 (8 months)

San Jose, California, United States

- Took customers' orders and replayed it to sushi chefs
- Formulated customers check out, gave special attention that the correct change was given
- Took take-out and delivered orders via phone
- Processed credit card payments
- Fostered new servers and facilitated their shadow week

Education

San Jose State University

Bachelor's degree, Management Information Systems, General · (August 2022 - 2024)

Evergreen Valley College

Associate of Science - AS, Management Information Systems, General · (January 2020 - May 2022)