VY NGUYEN

Student Assistant

OBJECTIVE

looking for a student assistant job inorder to gain more experience inworking in a diverse environment at as wellas preparing for my future career.

EDUCATION & ACHIEVEMENTS

Ton Duc Thang University -Vietnam

2015 - 2019

San Jose State University

2020 - 2024

Bachelor of English Linguistics.

- Frontdesk, Student Service Center
- · Member, English club
- · Member and Volunteer, Student Tutoring Center

Bachelor of Business, Management Information System

- GPA: 3.7
- · Peer Mentor, Isucceed's International Mentorship Program

WORK EXPERIENCE

Franco-Vietnamese International Hospital

2018, September - 2019, April

Training and Development Intern

- · Filing and storing doctors and employees' document.
- · Inputing data to management system.
- Tracking and updating staffs and interns' information andcertification.
- Assiting in operating Orientation for new doctors, nurses, andoffice staffs.
- Preparing needed materials for new employees in theirboarding time.

Lacoste Vietnam

2018, February - 2018, August

Marketing Intern

- Assisting in problem solving and brainstorming solutions toclients' concerns.
- · Assisting in managing company's Social Media account.
- Supporting in launching and promoting new product.
- Doing research and reporting customer's consuming habit on E-commerce sites.

CERTIFICATIONS

2019 **IELTS - 7.5** 2017 MOS - 950

SKILLS

Language: Fluent in English, and Vietnamese

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Google Apps (Sheets, Slides, Docs, Meet), Social Media

(Facebook, Instagram, TikTok), Zoom, Canva.