**Claire Nguyen**

• 8226 Elm Ave San Gabriel, CA 91775 • (626) 500 - 7744 • claire.nguyen@usc.edu •

Education

University of Southern California – Los Angeles, CA *Expected: Dec. 2014*

BS, Policy, Planning, and Development – Emphasis in Policy & Law; Minor: Digital Forensics

San Diego State University – San Diego, CA *Aug 2010 – May 2011*

BS, Public Administration

Experience

Alpha Phi Omega National Service Organization

*Webmaster Dec 2012 – Present*

*National Convention Steering Committee Member* *Mar 2012 – Dec 2012*

*Inter-Chapter Chair*  *May 2012 – Dec 2012*

*Banquet Coordinator*  *Feb 2011 – April 2011*

* Develop and maintain website for USC’s APO current and potential members
* Prepare, coordinate, and administer the upcoming biennial national convention that will bring   
  together members from the 350 chapters across the US: to develop leaders, promote friendship   
  and provide service; to elect the National Board; to revaluate and change APO’s national legislation
* Collaborate with APO chapters at approximately 20 other colleges and create events that will   
  promote bonding and networking with members outside of their own schools
* Organized and execute the semi-annual banquet; developed theme and schedule; cooperated with   
  various vendors for location and dining arrangements

USC Viterbi School of Engineering’s Distance Education Network (Work Study)

*Camera Operator Aug 2011 –May 2012*

* Recorded graduate engineering classes so that off-campus students, such as out-of-state students, can   
  watch the lectures and complete their masters’ program; Operate streaming and download encoders

Interact Service Club

*President*  *May 2009 – June 2010*

*Historian/ Webmaster*  *May 2008 – May 2009*

*Service Coordinator* *June 2007 – May 2008*

* Acted as the liaison between San Gabriel Rotary Club, school administration, the 14 member officer   
  team, and the 350 member general body; Prepared and executed board and general meetings
* From 2007- 2009, led the efforts to fundraise over $9,000 for the Corazon Housing Project
* Created, updated, and maintained the club’s first website, domain, and online photo album

Tutor  *Jan 2010 – June 2010*

* Privately tutored a 6th grade student from the local middle school in various subjects, such as   
  Mathematics, English, and Social Studies

Activities

Vietnamese Catholic Education Program at Nativity Church *Sept 2011 – Present*

* Assist and teach kindergarden Vietnamese classes

Joint Education Project *Sept 2011 – Nov 2011*

* Assisted socioeconomically disadvantaged students in Math and Science as a Teacher’s Assistant

Speech and Debate / National Forensics League (NFL) *Sept 2006 – June 2010*

* Practiced oratorical and writing skills; Competed in Dramatic Interpretation, Original Oratory,   
  Duo Interpretation, Oral Interpretation at the regional Speech and Debate competitions

Achievements

* Completed 4 out of 5 Alpha Phi Omega LEADS courses, which are intensive national leadership courses that focus on teambuilding, effective leadership, goal setting, and project management (2012)
* Dean’s Honor Roll at SDSU by maintaining above a 3.5 GPA (2010-2011)
* Earned the Degree of Merit, Honor, Excellence, Distinction, and Superior Distinction from the NFL (2006-2010)

Skills

* Experienced with computers: Microsoft Office; C++, PHP, HTML/CSS languages; mySQL; WPM: 65
* Basic knowledge of ERP systems, such as Sales Force and SAP
* Proficient in Vietnamese (spoken, read, written)