

Thu-Nguyet (Nicki) Tran

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OBJECTIVE: To secure a challenging Human Resources position where I can utilize my excellent skills and Human Resources training

SKILLS: Exceptional attention to detail, self motivate, and quick learner
Effective multi-tasking and time management skills
Experienced with MS Word, Excel, Power Point, Outlook, Publisher, and Internet
Bilingual Vietnamese (Fluent)
Excellent telephone etiquette and communication skills both verbal and written

EDUCATION: **California State University, Long Beach (CSULB)**, Long Beach, CA
Candidate for Bachelor of Science, Business Administration
Major: Human Resources Management
Expected Graduation Date: July 2010 Cumulative GPA: 3.9/4.0

Relevant Coursework: The Human Resources Function, Business Communication, Business Law, Collective Bargaining, Current Issue in HRM, and Compensation Administration

EXPERIENCE: CSULB, Student Center for Professional Development (SCPD)

Sep 09-present

Office Assistant

- Give classroom presentation about SCPD programs and invite students to join SCPD
- Guide students to apply for various SCPD programs and answer any questions that they may have
- Perform general office work involving word-processing, filing, answering phone calls, email, or in-person inquiries about SCPD programs
- Assist in preparation of documents/materials for workshops and events using various Microsoft Office
- Create flyers and posters for new SCPD events by using Publisher

Sep 08-May 09

CSULB, Career Development Center

Internship Advisor

- Advised students on how to find and apply for internships
 - Assisted students in applying for internship program to receive credit for schools
 - Revised Internship Advisor Training Manual and notified employers by phone or email regarding expired internships
 - Maintained files and updated internship information in the Career Resource Library
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ACTIVITIES: California State University, Long Beach

Jan 10-present

International Collegiate Business Strategy Competition

- Hands-on, actually "running" a corporation
- Compete with each other as members of the management of simulated companies producing and selling a consumer durable goods
- Make marketing, production and finance and HRM decisions

Oct 09-present

Corporate Mentoring Program

- Mentored by corporate professional
- Attend professionalism training
- Learn and practice leadership skill by attending Leadership Retreat

Jan 08-May 09

Community Scholar Program

- Worked with group of three members to create workshop and present to high school students
- Persuaded high school students to consider attending college
- Advised students on how to choose and apply for college