

# 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