

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: Sep 09-present	CSULB, Student Center for Professional Development (SCPD) Office Assistant <ul style="list-style-type: none">Give classroom presentation about SCPD programs and invite students to join SCPDGuide students to apply for various SCPD programs and answer any questions that they may havePerform general office work involving word-processing, filing, answering phone calls, email, or in-person inquiries about SCPD programsAssist in preparation of documents/materials for workshops and events using various Microsoft OfficeCreate flyers and posters for new SCPD events by using Publisher CSULB, Career Development Center Internship Advisor <ul style="list-style-type: none">Advised students on how to find and apply for internshipsAssisted students in applying for internship program to receive credit for schoolsRevised Internship Advisor Training Manual and notified employers by phone or email regarding expired internshipsMaintained files and updated internship information in the Career Resource Library	
ACTIVITIES: Jan 10-present	California State University, Long Beach International Collegiate Business Strategy Competition <ul style="list-style-type: none">Hands-on, actually "running" a corporationCompete with each other as members of the management of simulated companies producing and selling a consumer durable goodsMake marketing, production and finance and HRM decisions	
Oct 09-present	Corporate Mentoring Program <ul style="list-style-type: none">Mentored by corporate professionalAttend professionalism trainingLearn and practice leadership skill by attending Leadership Retreat	
Jan 08-May 09	Community Scholar Program <ul style="list-style-type: none">Worked with group of three members to create workshop and present to high school studentsPersuaded high school students to consider attending collegeAdvised students on how to choose and apply for college	