Eric Nguyen

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SKILLS

Application Softwares : Microsoft Word, Microsoft PowerPoint, Microsoft Excel (Pivot Tables, VLOOKUP, Index, Match, and Conditional Formatting), Adobe Photoshop, and Adobe Illustrator
Data Analysis and Visualization: Python (Pandas, NumPy, and SciPy), Microsoft Power BI Desktop, and Tableau Public
Web Development: HTML5, CSS3, JavaScript
Database Management Systems: PostgreSQL and MySQL
Spoken Languages: Vietnamese and Spanish
Certification: Google Analytics for Beginners, Advance Google Analytics

INTERNSHIP EXPERIENCE

UC Irvine Blood Donor Representative   Sep 2018 **–** Dec 2018
UCI Blood Donor Center | Irvine, CA
- Managed sensitive and highly confidential patient electronic health records in adherence to HIPAA (Health Insurance Portability and Accountability Act) regulations
- Developed research reports by filtering data from databases for use in marketing department
- Budgeted marketing expenses and allocated resources accordingly
- Designed flyers, postcards, presentations, and print/digital illustrations works for patient recruitment materials
- Conducted market research on consumer expectation and behavior at UC Irvine using Google Forms and in person surveys
- Represented the blood donor center by tabling around campus and in campus events including volunteer fairs, health fairs, and welcome week fair
- Established credibility and built relationships at all levels with both colleagues and business executives
- Decreased missed phone calls by 10% in five weeks
- Provided clerical and administrative support to employee management and training

EDUCATION

Bachelor of Arts, Psychology and Social Behavior   Sep 2015 - Jun 2019
University of California, Irvine | Irvine, CA
Cumulative GPA: 3.1

Academic Research Paper
Health Behavior of College Students Research Paper:
UC Irvine| Irvine, CA
- Conducted research on college age students using qualitative and quantitative methods such as focus group interview, polls, questionnaires, and surveys
- Reviewed accuracy and completeness of clinical study data and documents (paper and electronic) to ensure compliance with federal and state regulatory guidelines while adhering to study parameters
- Identified research subjects as they utilize services throughout facilities affiliated with UC Irvine

- Developed factor analysis research paper on behaviors of college students, detailed cost analysis reports, ongoing patient care, adverse event reporting, and informed consent form for use in research studies with human research subjects
- Optimizes the safety of research subjects by monitoring and reporting important information such as any adverse repercussions or unanticipated problems to during or after the clinical study to the graduate TA and other members of the research team

WORK EXPERIENCE

Parking Attendant (Part-Time)   Apr 2019 – Jun 2019
Haven Hospitality Group | Orange, CA
- Directed traffic and provided directions during special events and daily activities
- Provided exceptional guest service and dedicated customer experience for a private parking lot

Server/Catering (Part-Time)   Jul 2018 – Sep 2018
UCI Hospitality & Dining | Irvine, CA
- Maximized and maintained 100% guest and customer satisfaction during private events, public events, and banquets at UCI
- Upheld organizational mission and superior service standards related to food handling protocols and workplace safety procedures

EXTRACCURICULAR ACTIVITIES & HOBBIES

Red Cross Volunteer   Sep 2011 – Jun 2014
La Quinta High School | Westminster, CA
- Provided humanitarian service for emergency assistance, disaster relief, and disaster preparedness education in the Orange County area

Boy Scout   Sep 2004 – Jun 2014
St. Barbara Catholic Church | Santa Ana, CA
- Assisted less fortune people by providing general community service, including clothes donation and feeding the homeless