

Jonathan Nguyen

Record Specialist

1813 Oakbranch Dr., Pearland TX, 77581

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Education

B.S. Computer Science (In Progress) - Western Governors University

A.S. Computer Science (2017) - San Jacinto College

A.A. General Studies (2017) - San Jacinto College

Employment

San Jacinto College

Records Specialist

02/16 - Present

The job duties included processing electronic transcripts, evaluations, and special projects. Other duties consisted of writing scripts, streamlining work processes, and increasing productivity.

Student Account Specialist

06/14 - 04/16

The duties of the role were fulfilling payment contracts, managing the cash drawer, processing student payment transactions, and running reports for other offices in the college.

Knowledge

Programming Languages

Medium: Autohotkey, Python, Markdown, L^AT_EX

Novice: SQL, R

References

Joan Rondot, *Supervisor* - (713) 805-0897

Barbara Ewell, *Colleague* - (281) 731-6586

Sherry Gray, *Co-worker* - (832) 621-7040