

THU NGUYEN

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A California second-year business administration student seeking an internship position in accounting to apply knowledge and to support the company's growth.

Education

Cypress College

Business Administration Associate in Science Degree for Transfer in Accounting

Jan. 2020 – Jan. 2023

GPA 4.0 Cypress, CA

Ho Chi Minh City Open University

Bachelor of Arts in English

Sep. 2017 – Dec. 2019

Ho Chi Minh City, Vietnam

Work Experience

Jobee Tim Viec

Content Writer

May 2020 – Aug. 2020

Online

- Wrote 15 articles, which attracted more followers towards the company
- Finished articles in a quick and efficient manner before the deadlines

Qynnatee's Baby Studio

Photography Assistant

May 2019 – Sep. 2019

Ho Chi Minh City, Vietnam

- Assisted photographers to create the backdrops and customized scenic backgrounds to accommodate the need of customers
- Helped prepare babies for photo shoots by changing their clothes and positioning them in the scene

Relevant Classes

Accounting 101

Student

Aug. 2021 – Present

Cypress College

- Able to identify the sections of Classified Balance Sheet and to evaluate a company's profitability, liquidity, and solvency
- Learned accounting information system and accrual accounting concepts
- Learned about merchandising operations and the multiple-step income statement

Volunteer Experience

Tzu Chi Foundation

VP of Administration

Aug. 2021 - Present

Norwalk, CA

The Tzu Chi Foundation is a global-relief organization that focuses on medicine, education, charity, and humanistic culture

- Serving as the VP of Administration at California State University, Long Beach to track members' volunteering hours using Microsoft Excel
- Took notes during officer meetings so board members can look back on documentations
- Participated at various in-person and online volunteering events, such as food packaging, stuffed animal sewing, and tutoring services
- Provided warm and friendly experiences for volunteers and those receiving services

Skills

Tools: Microsoft Word, Excel, PowerPoint, Zoom

Soft Skills: Typing speed of 80wpm, Advanced Level English Writing, Communication, Team Work

Leadership / Extracurricular

School Guidance Volunteer

Jun. 2019 - Sept. 2019

Ho Chi Minh City Open University

Assisted students in finding dorms for them to live in while they attend the university; provided students with information about the university and counselling about its courses