

# Thang Tat Nguyen

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## **EDUCATION**

**University of North Carolina at Chapel Hill**

*August 2014 – June 2018*

Bachelor of Science in Psychology

## **WORK EXPERIENCE**

**Nguyen Ventures, LLC**, Morrisville, NC

*September 2018 – February 2020*

*Former Director / Owner*

- Founded a mobile food business with a monthly revenue averaging \$5000
- Established an Access database that streamlined inventory indexing, expedited transaction history lookup, and systemized bookkeeping
- Developed an accessible website that provided a dynamic user interface for business information, menu, and prices
- Provided off-site troubleshooting and system support for the Point-of-Sale system and website
- Analyzed and forecasted revenue, expenses, and market rates that establishes product prices at affordable costs for the consumers
- Created time and labor efficient procedures to meet the needs of 50-100 customers with a turnout time of less than two minutes per customer

**Gala Finance Group**, Raleigh, NC

*May 2017 – June 2018*

*Technical Support Intern*

- Resolved inaccuracies or errors when exporting data between different spreadsheets or databases
- Researched and upgraded office hardware to professional specifications including RAM and hard drives
- Installed latest software updates and patches to computers and mobile devices through automatic and manual updates when the latest patch became available
- Implemented scheduled computer back-ups for all office machines to recover records and save time in the event of computer hardware or software malfunctions
- Diagnosed and resolved software errors through cleaning registry files in Windows programs for staff
- Collected and processed applicant data into the loan proposal spreadsheet utilizing V-lookup and IF functions in Excel

**NC Translational & Clinical Sciences Institute**, Chapel Hill, NC

*February 2015 – February 2017*

*Research Assistant*

- Maintained and organized the Team Science affiliates' Access database for efficient retrieval and security of data pertaining to confidential research information
- Exported Excel spreadsheets to the Access database and reviewed for duplicate or missing data
- Created and analyzed Qualtrics questionnaires to optimize the institute's workshops and meetings
- Provided the Research Navigator Program Director daily operational and administrative assistance pertaining to the distribution of documents for the Pilot Grant Program, weekly bulletins, and survey writeups
- Utilized frameworks such as forms and tables to create queries for the team's data analysis
- Documented research data from the UNC/NCSU Joint Department of Biomedical Engineering and RTI for the implementation of cost-effective prevention and treatment strategies in a clinical setting
- Improved the implementation of mass emails to researchers for higher response rates using Mail Merge in Outlook for personalized messages

## **SKILLS**

*Proficiency in:* Microsoft Office (Access, Excel, Word, Powerpoint), Windows, macOS, Google Suite, Wix

*Familiarity with:* Java, HTML, SQL, Photoshop

*Language Fluency in:* English, Vietnamese