



Tien Nguyen

Comptia A+ I.t. certified

Contact

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Work Experience

Operation/Office Manager

Rocket | May 2019 - November 20, 2020

- 2019 Rocket MVP Award
- Perform QA tasks for new system
- Setup and maintain client accounts for ML and Recruiting Team
- Organized Ad Hoc projects
- Worked closely with the COO creating team goals and deadlines
- Kept layoff's list updated for <https://parachutelist.com/>
- Upload candidate information into Applicant Tracking System
- Troubleshoot office laptops issues
- Execute and planned office events
- Managed and monitor office supplies and expenses

Amazon Merchant Seller

Self-Employed | 2017-2019

- Branding and product creation
- Inventory shipping and purchasing
- Ads campaign managing, driving engagement that increased sales
- QA control and Customer service

Uber

Brand Ambassador | 2015-2016

- Event coordination
- Set up brand promotion sites
- Recruit new drivers and trained them on how to use Uber software

Academic History

Academy of Art University

Bachelors of Arts | Motion Picture & Television | 2018

Skills

- Excel
- Asana
- QA/bug testing
- Video Editing
- Content Creator
- Adobe Suite (PS, AE, PP)
- Social Media Management
- Social Media Marketing
- Strong Customer Service

Languages Spoken

English
Vietnamese
Learning Japanese

