

Jackie Pham

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Education

June 2010 – **Lawrence High School** Lawrenceville NJ

Work Experience

Feb. 2020 – **New Dream Inc.** Wilsonville OR

Apr. 2020 **Computer Technician**

- Upgraded laptop/desktop hardware
- Installed Windows operating systems
- Troubleshooted hardware/software issues
- Researched new computer products on the market

Jan. 2018 – **Audi/Porsche** Beaverton OR

Dec. 2019 **Service Support**

- Initiated and reviewed contracts
- Greeted clients and directed them to their service advisor
- Low-level vehicle maintenance such as oil top offs and tire pressure monitoring
- Managed client's scheduled appointments
- Vehicle transportation on/off-site

Mar. 2015 – **Enterprise Rent-A-Car** Hightstown NJ & Portland OR

Oct. 2017 **Service Agent**

- Maintained sanitation of interior/exterior of vehicles
- Vehicle transport
- Driver/customer transportation
- Service maintenance of vehicles
- Managed vehicle inventory

Mar. 2014 – **Whole Foods Market** Princeton NJ

Sep. 2015 **Cashier/Customer Service Booth**

- Sustained accurate balance of cash drawer and receipts, promoted weekly deals, coupons and savers card programs
- Promoted fundraising for local community nonprofit organizations
- Answered/transferred incoming phone calls
- Recorded customer feedback

Feb. 2010 – **Tiger Schulmann's Mixed Martial Arts** Princeton NJ

April 2016 **Intern/Assistant**

- Assisted in teaching classes for adults and children
 - Checked in students of all ages and kept track of attendance
 - Coordinated events: managed guest lists, developed event collateral and marketing materials, created social media outreach
 - Established a clean and friendly environment
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Skills

- Fluent in Vietnamese and moderate Spanish
- Office management, database administration and executive support
- Adobe Creative Suite / Microsoft Word, Excel, and Outlook
- Proficient in Dealerware, Slack,
- Typing speed: 107 wpm