

# Phi Doan

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## Objective

To obtain an opportunity which I can sharpen my skills and further develop my knowledge to accelerate myself in Computer Science career.

## Education

2018 -2021, Online Program	University of Florida, Studying B.S. Computer Science
2016 -2017, Baton Rouge, LA	Louisiana State University, Studied B.S. Chem. Engineering
2013 -2016, Baton Rouge, LA	Baton Rouge Community College, Pre-Chem. Engineering

## Skills

- C++, Java, HTML, CSS, Python
- Fluent in Vietnamese, basic Spanish, basic Chinese
- Microsoft Office
- Customer service
- Salesforce
- Time management
- Excellent in teamwork and problem-solving

## Professional Experience

<b>National Cremation Service</b>	• Give presentation online or at home, active listening
Pre-Arrangement Advisor	• Work independently, virtually
Jan 2020 –April 2020	• Provide valuable support, present meaningful solutions
<b>Modern Nails</b>	• Resolved customers' billing and general inquiries
Front desk receptionist	• Booked appointments and cancellations
Oct 2016 –Jan 2017	• Managed office supplies and inventory
	• Assisted nail technicians
<b>Baton Rouge Community College</b>	• Provided guidance to college students in the following: Algebra, Trigonometry, Calculus, Linear Algebra, Chemistry
Chemistry Tutor,	• Conducted group study sessions with up to 20 students
Math Supplemental Instructor	• Presented seminars on essential study suggestions and techniques
Nov 2013 –Oct 2016	• Trained and managed new team members

## References

**Jacob Henderson** - Supervisor

National Cremation Service

Phone number: (813)613-0313

**Reymundo Torres** - Location Manager

National Cremation Service

Phone number: (972)893-3776