

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 - 2020, 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
2009 - 2012, Hochiminh City, Vietnam	College of Foreign Economic Relation, Associate Degree

Skills

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

Professional Experience

National Cremation Service
Pre-Arrangement Advisor
Jan 2020 – April 2020

- Give presentation online or at home, active listening
- Work independently, virtually
- Provide valuable support, present meaningful solutions

Modern Nails
Front desk receptionist
Oct 2016 – Jan 2017

- Resolved customers' billing and general inquiries
- Booked appointments and cancellations
- Managed office supplies and inventory
- Assisted nail technicians

Baton Rouge Community College – Academic Learning Center
Chemistry Tutor, Math Supplemental Instructor
Nov 2013 – Oct 2016

- Provided guidance to college students in the following: Algebra, Trigonometry, Calculus, Linear Algebra, Chemistry
- Conducted group study sessions with up to 20 students
- Presented seminars on essential study suggestions and techniques
- Trained and managed new team members

References

Jacob Henderson - Supervisor
National Cremation Service
Phone number: 8136130313

Reymundo Torres - Location Manager
National Cremation Service
Phone number 9728933776