

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 interpersonal skills

Professional Experience

National Cremation Service Pre-Arrangement Advisor Jan 2020 –April 2020	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Resolved customers' billing and general inquiries• Booked appointments and cancellations• Managed office supplies and inventory• Assisted nail technicians
Baton Rouge Community College Chemistry Tutor, Math Supplemental Instructor Nov 2013 –Oct 2016	<ul style="list-style-type: none">• 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: (813)613-0313

Reymundo Torres - Location Manager

National Cremation Service

Phone number: (972)893-3776