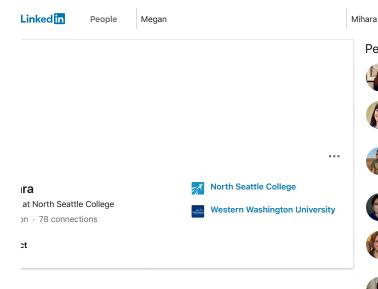
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#### ic Advisor

attle College

- Present · 1 year 6 months

ates

#### eattle College

1 months

#### od Employment & Training (BFET) Program Specialist

- Jan 2016 · 2 years 1 month

day to day operations of the BFET program for a caseload upwards of 300 per quarter while providing comprehensive support to students, including g and resolving complex needs and barriers to help students achieve success. and track student applications; create and maintain detailed student information; for and third party uses including auditing purposes.

it program policies and determine participant eligibility, streamlining and tweaking...

re

### rogram Assistant

) - Dec 2013 · 3 years 10 months

Seattle Area

the initial point of contact to greet, triage and provide information for students and

ted and presented material in workshops designed to set up funding for and students for college in addition to managing and updating the workshop's website. ting in an integrated front counter when needed by assisting WorkSource, the ent of Social & Health Services and other clients of the Opportunity Center Building.

#### trative Assistant

mpany

- Jan 2009 · 3 years 4 months

... .. . .. . .

and issued Certificates of Insurance for policyholders as well as responded to faxes, emails, mail and phone calls.

ted and managed the distribution of marketing materials while supervising the v support staff.

nventory of office supplies, placed orders for supplies and dispersed the daily mail.

### People also viewed



# Minh Nguyen

Logistics Contractor at Amazon



### Christina Sheehan

Manager, Running Start at North Seattle College



#### Phat Nguyen

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Director, International Student Office at City University of Seattle



#### Meng Yuan

Seattle Pacific University学生



#### Ben Packard

Mental Health Therapist at Seattle Children's Psychiatry and Behavioral Medicine Unit



#### Sarah Choi

Sales Specialist at Tiffany & Co.



#### Dang (Jess) Nguyen

Customer Service Specialist at M&H Produce

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Web Design | Digital Marketing | Social Media

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