

HOA HANH DUONG

Box 9118, Lafayette College, 111 Quad Drive ◊ Easton, PA 18042
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EDUCATION

Lafayette College

B.A. in Economics and Mathematics double major, Environmental Science minor

Overall GPA: 4.0/4.0

August 2015 - May 2019

Hanoi - Amsterdam High School for the Gifted

Graduated with Honors

Overall GPA: 9.3/10

August 2012 - May 2015

ACADEMIC HONORS

Lafayette College - Dean's List: Fall 2015.

Lafayette College - Barge Mathematical Competition First Prize: Fall 2015.

Hanoi - Amsterdam Merit Scholarship: given to 5 students with highest GPA in class of 2012-2014.

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Prezi, LaTeX.

Language: Fluent in English and Vietnamese.

EXPERIENCE

Lafayette Printing and Copy Service

Administrative Assistant

August 2015 - Present

Lafayette College

- Process and complete job request tickets, billing and data entry. Perform office and various tasks.

Lafayette Environmental Awareness and Protection Club

Brownbag Coordinator

September 2015 - Present

Lafayette College

- Organize Environmental fair and lunch talk, schedule Sustainability campaigns, develop Energy savings competition between dormitories.

Hanoi Environmental Protecting Fund

Intern

Summer 2014

Hanoi, Vietnam

- Helped with office tasks, actively attended field trips including garbage classification for recycling, organic fertilizer making, and assisted in forming cycling team for environmental awareness.

Physics Major Student Union

Consultant - Member of Management Board

2013 - 2015

Hanoi - Amsterdam High School for the gifted

- Planned and managed Union's contribution in school's activities. Developed and delivered programming to create and ensure a cohesive and productive community for over 200 students.

Class Student Council

President

2011 - 2015

Hanoi - Amsterdam High School for the gifted

- Planned and managed Union's contribution in school's activities. Developed and delivered programming to create and ensure a cohesive and productive community for over 200 students.

Hanoi-Ams FingerStyle Club

Vice President, Treasurer

2013 - 2015

Hanoi - Amsterdam High School for the gifted

- Collected, raised and administered club's expenses and financial documents. Helped begin a class teaching guitar for 35 students and communicated with School Officials.

Tutor

2011 - 2015

- Tutored 20 students age 7-12 in Mathematics, English, and Vietnamese Literature. Instructed 4 students age 15-17 in Physics.

ACTIVITIES

Made in 12: Crossroads

Chief Content Manager - Member of Management Board

2014 - 2015

Camp Blast

Team Leader - Organization Team

2013 - 2014

Youth Environmental Seminar

Content Manager

2013 - 2014

A Warm Tet

Group Leader - Organization Team

2012 - 2014