

Michelle Kieu Nguyen

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EDUCATION

Bachelor of Science in Computer Information Systems GPA: 2.767
Expected Graduation: Spring 2018 University of Houston – Houston, Texas

RELEVANT COURSEWORK

•Information Technology Hardware & Systems Software •Information Systems Applications •Fundamentals of Information Security •Internet Application Development: <http://nmk2316.chibana500.com/>

EXPERIENCE

Attaq Online, Magnolia, TX

Communications/Content Creation/Social Media Intern May 2016 - July 2016

- Assisted in the creation of website and platform content related to League of Legends, eSports, and company products/services
- Monitored and posted on blogs, forums, and social networks
- Built relationships with members of the online gaming community

Opportune LP Outsourcing, Houston, TX

Conversion Intern May 2016 - July 2016

- Assisted Conversion team with verifying and mapping data to import into Bolo Oil and Gas Accounting System
- Prepared spreadsheets and entries for accounting conversion and land data conversion

Land Assistant

June 2015 - January 2016

- Assisted Land Accounting group with recording and tracking data changes in Joint Interest Billings (JIBs) and Division of Interests (DOIs)
- Prepared audit logs and organized journal vouchers, lease and contract files for manager

Accounts Payable Clerk

June 2014 - January 2015

- Assisted Accounts Payable team with entering invoices, verifying and maintaining accounts payable vouchers
- Processed invoices in DocVue Managing Documents System and imported into Bolo Oil and Gas Accounting System

SKILLS

- **Languages:** Can speak English and Vietnamese
- **Technology:** Microsoft Office, BOLO, DocVue, Computer Hardware and Software
- **Programming Languages:** JAVA, HTTP, CSS and C++

ACTIVITIES

- **Love Your Melon at University of Houston**
 - **Public Relations Manager** March 2016-Present
 - Manage all social media accounts
 - Create and promote all marketing content
 - **Ambassador and Design Team Member** October 2015-Present
 - Volunteered to help children with cancer in the Houston community
 - Create flyers for news update and events