**Michelle Nguyen**

(346) 234-4750 • Pearland, TX 77584 • mlnguyen6@uh.edu

**EDUCATION**

C.T. Bauer College of Business, University of Houston, Houston, Texas

**Bachelor of Business Administration in Management Information Systems, May 2018**

Management Information Systems GPA: 3.50; Cumulative GPA: 3.61

**HONORS AND AWARDS**

Dean’s List: Spring 2016

**EXPERIENCE**

**Peer Assistant** May 2016 – Aug 2016

Bauer College of Business Advising Office, Houston, Texas

* Facilitated New Student conference sessions
* Provided ongoing support to students regarding their admissions inquires
* Assisted Academic College’s strategic planning for future terms and New Student conferences
* Assisted with day to day office administration responsibilities
* Responsible for developing admissions reporting

**Sales Associate and Cashier** Oct 2013 – Dec 2013

Hollister Co., Pearland, Texas

* Worked the cash register
* Restocked and maintained sales merchandise
* Assisted customers with purchasing inquires

**ACTIVITIES**

Vietnamese American Media Gala Awards, Assistant Coordinator, 2013

* Assisted in venue setup and arranged guest seating
* Helped coordinate the logistics of the radio and TV awardee interviews
* Managed various relationships between the main event coordinator and various media outlets

Asian Pacific American Heritage Association 21st Annual Gala, Fundraiser Volunteer, 2013

Management Information Systems Student Organization, Member, Fall 2016-present

**INTERESTS**

Avid tennis player

Served multiple terms as tennis captain on the varsity team

Enjoys various physical activities which include skiing, tennis, and working out

**SKILLS**

Microsoft Excel, Access, PowerPoint, Word, Outlook, TextEdit, Java, Systems Analysis

**LANGUAGES**

English, Vietnamese (conversational)

**CITIZENSHIP**

United States of America