**Sandra Nguyen**

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**EDUCATION**

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

**Bachelor of Business Administration in Management Information Systems, Fall 2017**

**Cumulative G.P.A: 3.561**

**HONORS AND AWARDS**

Dean’s List: Fall 2013, Spring 2014, Fall 2014, Spring 2016

**EXPERIENCE**

Houston Business Journal – Corporate Group Study Spring 2015

* As a eight-person team, researched different approaches for various businesses to find the Houston Business Journal beneficial
* Communicated and surveyed with various businesses meanwhile worked as a leader and kept records and tracking
* Effectively set up meetings and communicated with team members in a fluid and efficient manner to find profitable results for the Houston Business Journal

**ACTIVITIES**

YouTube, Singer-Lyricist 2011 – Present

* Learn up to 8 songs quick last minute to help finish collaborations
* Write lyrics and work with Dramafever, the largest legal streaming site for international televised content
* Directed and coordinate teams in international competitions in music, art and animation
* Manage own collaborations and communicate with numerous musicians around the world
* Script lyrics and set deadlines to send out to musicians

KPOPMART, Video Jockey June 2015 – March 2016

* Promote products and get customers to engage in sale events
* Film and edit videos to keep customers up to date on Korean entertainment
* Entertain and communicate with customers and fans from around the world
* Script and manage all video content for the company

Kollaboration UH, Programming Committee Member September 2015 – January 2016

* Work as a eight-person team to plan, organize and implement events for the organization
* Suggest and give advice to other committees to prevent mistakes from occurring

**SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, HTML, Adobe Photoshop, Audacity, GarageBand, Final Cut Pro X, After Effects

Beginner in Korean