Nguyet Minh Duong

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mimiduong.me

EDUCATION

Fall 2013 - Current   Undergraduate pursuing a Bachelor of Arts   University of California, Berkeley

QUALIFICATIONS

- Proficient knowledge of Java, HTML, and CSS
- Basic knowledge of Javascript, Scheme, LaTex, Python, Scheme
- Proficient knowledge of Microsoft Office Suite, and Adobe Suite

RELEVANT COURSES

- Discrete Math and Probability
- Data Structures
- Linear Algebra and Differential Equations
- Computer Architecture

EXPERIENCES

Jun 2014 - Present   **President**, Berkeley Legends   Berkeley, CA
- Recruit and organize new members for the Executive Board
- Plan events related to League of Legends
- Create and distribute flyers
- Communicate with sponsors

May 2015 – Aug 2015   **Teaching Assistant,** Girls Who Code   Mountain View, CA
- Teach 15 – 17 year olds basic programming skills
- Manage and organize paperwork
- Grade daily assignments

Jan 2015   **Instructor,** Mission Economic Development Agency   San Francisco, CA
- Introduce the basics of programming to 17 – 24 year olds
- Teach students how to implement basic programs in Java
- Create and provide daily lesson plans
- Grade homework and quizzes

Jun – Aug 2015   **Technology Intern,** Mission Economic Development Agency   San Francisco, CA
- Teach seniors the basics of computers
- Create presentations on commonly used software, such as the Microsoft Suite
- Organize office files
- Revise students' resumes
- Formally and informally represented MEDA SF

Jun – Aug 2015   **Volunteer,** Community Technology Network   San Francisco, CA
- Help seniors living in senior centers with computers
- Attempt to close the digital divide
- Teach seniors how to effectively and safely use different technology devices