

QP

Quinn
Pham



OBJECTIVE

Enthusiastic about working in the field that I am good at so I can maximize my contribution.



ADDRESS

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WEBSITE

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theplanner

EXPERIENCE

Student Assistant • Fullerton College • 05/2016-12/2017

- Answering phone calls and emails about academic, tuition fee, or applications' inquiries
- Reviewing students' applications
- Assisting students with questions and concerns on campus

Course Assistant • Orange Coast College • 04/2018-05/2019

- Assisting professors with sound and visual aids in large lecture halls
- Taking and recording attendance
- Assisting students with arising problems during class hours

School Administrator • Santa Ana Beauty College • 08/2019-08/2020

- Monitoring students' attendance
- Preparing all class' schedules and guest speakers' schedules
- Supervising students' progress and enhancing students' outcome

Event Planning Staff • Samira Weddings and Events • 02/2020-Present

- Setting up, decorating, and striking events
- Working with various venues and settings

Office Assistant • Coast Concierge Service Inc. • 06/2021-01/2022

- Compose proposals and contract agreements
- Consistently update and organize event files
- Set-up and breakdown of events
- Develop social media messages and news blasts
- Assist with day-to-day administrative office tasks (i.e. phone calls, emails, schedule coordination, notes, pictures, research, data entry, etc.

EDUCATION

English Literature	11/2013-12/2015	Open University (Ho Chi Minh City, Vietnam)
Associate in Liberal Arts	01/2018- 05/2019	Orange Coast College
Bachelor's in Hospitality	08/2020-12/2022	Cal Poly Pomona
IELTS Certificate 8.0	08/2015	British Council

SOFT SKILLS

- Coordinates Tasks
 - Handles Details
 - Accepts Responsibility
 - Communicate Effectively
 - Appreciate and apply feedback
 - Understand feelings
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SKILLS

- Microsoft Words, Excel, PowerPoint
- Gmail, Outlook
- Office Inventory
- Academic Information Research
- Plans and Activities Creation
- English and Vietnamese Fluency

VOLUNTEER EXPERIENCES

- Nike 10K marathon in Los Angeles (04/22/2018)
 - Organizing rewards for participants
 - Classifying rewards
 - Handing water and rewards to thousands of finishers
- Orange County Women's Chorus Concert (06/03/2018)
 - Prepping meals in the kitchen
 - Ushering guests to the auditorium
 - Serving guests with food and beverage in the banquet
- Bon Appetaste Fundraising Event (08/26/2018)
 - Helping chef to prepare the signature dish
 - Serving guests at the counter
- Pathway of Hope Dance Concert (02/07/2019)
 - Directing guests to the check-in table
 - Handing out brochures
 - Cleaning up the reception room
- OC Marathon (05/02/2019)
 - Organizing and classifying T-shirts for participants
 - Preparing Mail-Back orders for pick-up
 - Setting check-in tables
- Red Shoes and Brew (08/04/2019)
 - Assisting with setting up vendors' tents and tables
 - Directing guests to the game station and different vendors
- Orange County International Street Fair (08/31/2019)
 - Providing directions and answers to patrons' inquiries
 - Cooperating with the fair securities on arising issues at the fair