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| **QP** | Quinn Pham | | | | | | |
|  |  | | | | | | |
| OBJECTIVE  Enthusiastic about working in the field that I am good at so I can maximize my contribution.  GPS icon **ADDRESS** Santa Ana, CA 92703  Phone icon **PHONE** 949-247-1973  email icon **EMAIL** trucquynh1095@gmail.com  world wide web icon **WEBSITE** linkedin.com/in/quinnphamtheplanner | |  | 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 ● Communicate Effectively  ● Handles Details ● Appreciate and apply feedback  ● Accepts Responsibility ● Understand feelings | | | |
|  |  | | | |
|  | Skills | |  | |
|  |  | |
|  | * Microsoft Words, Excel, PowerPoint * Gmail, Outlook * Office Inventory * Academic Information Research * Plans and Activities Creation * English and Vietnamese Fluency | | | |
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# 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