

Thaivy Tran

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EDUCATION

Olney Charter High School, Philadelphia PA —

September 2011 - September 2015

Community College of Philadelphia, Philadelphia, PA—

September 2016 - Uncompleted

uPenn Full Stack Web Dev Bootcamp, Philadelphia, PA—

August 2022 - Current / Graduation Date March 2023

EXPERIENCE

National Guard Army, Philadelphia, PA — Soldier, 88M Heavy Equipment Operator

July 2015 - July 2021

- Interact with different types of groups of people, to build a strong connection to ensure the work gets done in an orderly manner.
- Endure rigorous training in difficult weather conditions, pulling 24 hour security.
- Learned basic ways to assemble, disassemble and clean a proper weapon.
- Threw live hand grenades and understanding different types of grenades.
- Licensed in different type of military vehicles i.e. Uparmored, Box Truck and Tactical trucks.
- Dispatch and maintain vehicles for conveys and brief teammates whenever there's a mission.
- Learn chains and binding, load and unload supplies properly making sure the loads are secure safely.
- Hauled materials for other units training events in different states
- Making sure vehicles are up to date on maintenance just in case a natural disaster happens.
- Volunteered for hurricanes and rescues when needed within the country.
- Weapons Qualification - marksmanship.

Peopleshare - Almac, Malvern, PA — Machine Operator

September 2017 - December 2017

- Operate machinery, cleaning and sanitizing everything to make sure it's up to code with SOP standards.
- Fixing all the machinery malfunctions and making sure all medicines are accounted for.

SKILLS

- Excellent Organizer
- Quick Learner
- Tech Savvy
- Computer skilled
- Advanced with Microsoft Word
- Proficient with PowerPoint & Excel
- 87 WPM

LANGUAGES

English, Khmer

- Standing/leaning for 12 hours at a time, while preloading materials onto machines
- Inspect products, package items and make sure everything is secure inside the package (labels).
- Fill out paperwork properly to keep everything organized.
- Hours 4pm-12pm/ 2nd shift Temp position

New Age Industries, Southampton PA — *Silicone Extrusion Operator*

February 2018 - March 2019

- Manufactured medical tubing hose for medical needs in a SOP environment.
- Inspect machines and make sure O.D. and I.D. are within the QC checklist hourly.
- Clean and sanitize machinery after each new work order.
- Read paperwork and set up the machine to according to work order number.
- Clear any jammed that's keeping the machine from operating properly.
- Ensuring materials are cooked at the correct temperature at all times.
- Milling 50lbs of material at a time and feeding the extruder as needed.
- Print labels and double-check that the lot number and work order is the same as printed on the work order example sheet.
- Making sure all paperwork is properly filled out for shift rotations.
- When the machine is down, complete QC work.
- QC work to ensure product cleanliness and minimum defects/fibers as possible.
- Hours 6pm-6am/ 2nd shift

Windwalker, Southampton PA — *Access Control Personnel*

December 2019 - June 2020

- Conduct proper searches through all bags, boxes, badges, property passes from government employees, contractors, visitors etc.
- Making sure all visitors are signed in properly and have escorts when entering unclassified and classified government buildings.
- Reporting any suspicious activity to the D.O.D. through CCTV screens or if informed by any government officials.
- Having awareness of all surroundings inside/outside to ensure better safety measures for visitors and employees.
- Maintaining and organizing desks with papers and log books filled out hourly and correctly.
- Committed to ensuring everyone's safety in the Naval Yard.
- Hours 5am-4:30pm/ 1st shift

Quad Graphics, Westampton, NJ — Machine Operator

November 2020 - November 2021

- Complete daily tasks to ensure that work order and batch numbers are correct before starting shift
- Package and bind mail according to zip codes.
- Correct any jammed on the machine before asking a tech to assist.
- Fix inkjets if ink appears smudged on mail.
- Install stamp machine and ink to printer as needed

- When completing an order, clear the machine and reset system to new work order.
- Retrieve a sample every hour, put initials, date and time so QC can check work.
- Print out labels per work order.
- Set up rolls to be cut through the machine.
- Help assist coworkers on machines when my machine is operating properly.
- Staged completed work to correct areas.
- Hours 6pm-6am/ 2nd shift

VIP TT Nails Salon, Philadelphia, PA — Manager

November 2021 - May 2022

- Daily tasks to ensure all equipment is functioning properly before and after working hours.
- Answering phone calls about booking appointments, hours of operation and questions/concerns to provide the best customer service experience possible.
- Ensure nail technicians follow sanitation protocols to prevent contamination or spread of disease.
- Responsible for all employees coming to work in a timely manner.
- Organize and assign nail technicians to meet customer service expectations.
- Admin paperwork and engage with other outsourcing companies to gather more information about updated nail products.
- Organize inventory, order products as needed and ensure ordered products are up to standards.
- Learning and helping nail technicians throughout the work day and after hours to ensure the team stays motivated.
- Hours 9:45am-7pm/ 1 shift