**Tri Nguyen**

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**Education: GPA: 3.77**

**HOFSTRA UNIVERSITY,** Hempstead, NY

*Bachelor of Business Administration in Management*

**Honors/ Awards:** *SCCC 2018 Commencement Speaker, Honors College Scholarship Recipient, Dean’s Business Scholar, Dean’s List*, *SUNY Chancellor’s Award for Student Excellence, Daniel B. DePonte Student of the Year, Foundation Scholarship, Get There from Here Scholar****,*** *Honors College Scholar*

**Related Courses:**

*Operation Management, Negotiations, Purchasing and Supply Management, Negotiations, Collective Bargaining, Entrepreneurship, Financial and Managerial Accounting, Marketing, Music Business*

**Work Experience:**

**PRIMARY WAVE ENTERTAINMENT,** Manhattan, NY

*Graphic Design and Digital Marketing Intern*

August 2019 - December 2019

* Utilized Adobe Photoshop and InDesign to create Melissa Ethridge and Count Basie one-sheets
* Created different Livvy Franc album covers for Want It Now single with in 1 week for submission
* Created Jim Brickman’s *A Christmas Celebration* and Orla Fallon’s *A Winter’s Tale* albums Youtube audio videos with Adobe Suite in 2 weeks submission deadline. Adapt quickly in the fast-paced music business environment
* Swiftly update tour dates and events for different artists on Facebook, BandsInTown and other platforms everyday
* Evaluated over 60 new songs per week to identify potential songwriters and artists to enlarge company’s roster

**HOFSTRA UNIVERSITY,** Hempstead, NY

**Resident Assistant at Graduate Residence Hall**

January 2020 – May 2020

* Resolved 2 roommate conflicts through mediation and established a living contract to prevent future issues
* Performed administrative duties accurately and punctually, ranging from sorting mails, screen calls and/or routes incoming calls, greets visitors and guest by having the, sign in to manage reservations for conference and study rooms/
* Filed documents, managed calendars, handle calls and coordinated meetings with the director on and off duty
* Coordinates special projects and co-host purposeful events for residents as a resource like Food Drive, Fire Safety Guide, Guide to Survive Covid-19…

**SUFFOLK COUNTY COMMUNITY COLLEGE**, Farmingville, NY

*Assistant Building Manager*

December 2016 - June 2018

* Receives and greets students, guests and visitors at the information booth then direct them to their destination
* Answers questions, screen calls and routes them to the appropriate departments throughout campus
* Manages calendars and schedules reservations for all conference rooms in the building and set up the room prior to the event
* Maintains accurate calendar of events and post them in the main lobby and in front of every conference room
* Communicate between the director and the Deans. Faxing, mailing and hand deliver mails or documents to different departments

**Leadership Experience:**

**SUFFOLK COUNTY COMMUNITY COLLEGE,** Selden, NY

**Campus Activities & Student Leadership Development:** *Orientation Assistant*, 2018 / *Orientation Leader*, 2017 - 2018

* Led and educated over 800 first year students every semester to make their transition from high school to college easier
* Brought students out of comfort zone through self-confidence in public speaking and ice-breaker activities
* Became walking resource in Title 9, Public Safety Services, Health Services, Disability Services, Child Care Services…
* Communicate effectively between students and college’s administration

**Campus Activities Board:** *Executive Finance Coordinator*

August 2016 - May 2018

* Enhanced budgeting skill by managing the organization’s budget of $76,955 for the school year. Reserved $3,000 at the end of the year to restock inventory. Spending efficiently so the organization doesn’t get a budget cut the next year
* Handle expenses
* Directed the execution of Winter and Spring Festival. Chaperoned 8 off campus trips, organized 8 movie nights every year
* Built rapport quickly with new members of the board in order the enhance events’ success

**Skills:** *Language*: Fluent in Vietnamese; Oral and written knowledge of intermediate Japanese; Basic American Sign Language.

*Computer*: Proficient in Microsoft Office, Adobe Applications, PC, MAC OS, and all social media platforms.