

# Anthony Nguyen

2312 Fulton St., Berkeley, CA 94704 • (951) 870-8431 • Anthony.dtn@gmail.com

## EDUCATION

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University of California, Berkeley | Berkeley, CA

*Intended Bachelor of Arts in Computer Science and Cognitive Science*

May 2019

*Certifications:* Volunteer Income Tax Assistance Advanced Certification, Certificate of Entrepreneurship and Technology

*Coursework:* CS61A/B, Web Design, Financial Accounting, Tech Firm Leadership, IT Strategy, Data Science 8

## PROFESSIONAL EXPERIENCE

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ENT & Sinus Center | Rancho Cucamonga, California

*IT Support Specialist*

December 2016 – August 2017

- Overhauled the hardware and software at the medical center including the installation of CPUs and database management software
- Provided server management which enhanced workflow within the office by allowing staff to easily store and retrieve information
- Trained staff to operate installed software and hardware which made the operations of the medical center more efficient

DaVita Healthcare Partners | El Segundo, California

*Extern in Davita Kidney Care*

January 2016 – January 2016

- Shadowed the 49ers data analyst team on projects focused on finance, policy, supplier strategy, and various other topics
- Learned the mechanics of the healthcare industry from the perspective of a service provider via personal workshops
- Networked with business managers and directors at DaVita to gain perspective of the organization and industry

San Bernardino Community Hospital | San Bernardino, California

*Intern in the Fundraising Department*

May 2013 – August 2013

- Aided in the revitalization of the entire department allowing the hospital to maintain and expand its fundraising activities
- Organized and recorded the finances of the department from 1940-present creating the foundations of their financial database
- Assisted the department directors in their administrative requests enhancing the fluidity of the activities of the department

## LEADERSHIP AND EXTRACURRICULARS

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Berkeley Advertising Agency | Berkeley, California

*Marketing Director*

January 2017 – Present

- Lead a team of designers and marketing strategists producing marketing materials such as graphic designs and video advertisements
- Presented guidance concerning the UI/UX of our clients digital resources by evaluating current industry trends
- Planned and executed campaign strategies and promotional advertising for client events

Vietnamese Student Association: Culture Show | Berkeley, California

*Publications Director*

August 2016 – Present

- Designed, printed, and oversaw the distribution of announcements through social media concerning Cal VSA and/or its activities
- Designed all of the graphic designs that are used to advertise VSA: Culture Show which include posters, banners, apparel, and filters
- Maintained and updated Cal VSA's and VSA: Culture Show's official website and its website subdomains as a web administrator

ABA | Berkeley, California

*Community Service Committee Member*

January 2016 – May 2016

- Supervised the Family Bridges location for Volunteer Income Tax Assistance by performing quality reviews of tax returns
- Facilitated the tax return of over \$35,000 federal tax dollars via filing tax returns in the Volunteer Income Tax Assistance program
- Organized community service events in Oakland such as soup kitchens and providing 'care packages' for unemployed individuals

The Berkeley Project | Berkeley, California

*Site Planning Committee Member*

August 2016 – December 2016

- Located and contacted potential site locations around the city of Berkeley which resulted in the confirmation of over 50 sites
- Created the transportation routes for Berkeley Project groups allowing them to efficiently travel to their site locations
- Aided in forming innovative Berkeley Project sites to expand the diversity of project locations and assignments

*Volunteer Committee Member*

January 2016 – August 2016

- Facilitated the recruitment and selection of site leaders for the Berkeley Project by reviewing volunteer applications
- Organized and lead training sessions to give Site Leaders the information they need to effectively lead their volunteer groups
- Allocated site leaders and 1500+ volunteers to over 50 sites in the Berkeley area for Berkeley Project Day

## SKILLS AND INTERESTS

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Other Activities: VSA, Berkeley Advertising Agency, AFX, Berkeley Project, Blue & Gold Yearbook, Cal Rotaract

Technical: Microsoft Office Suite, Camtasia, basic Java/Python programming, Adobe Suite Products

Interests: Traveling, tennis, scuba diving, skiing, piano, coding, hiking, photography