Ai-Quynh Bui

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EDUCATION

University of Minnesota, Twin Cities   Minneapolis, MN
College of Liberal Arts, University Honors Program, Spring 2023 Dean's List   expecting graduation May 2026
Bachelor of Science in Technical Writing and Communication, subplan in information technology and design
GPA: 3.7
Relevant Coursework: Intro to Technical Writing, Intro to Programming Concepts, Electronic Media Production, Business Statistics in R

freeCodeCamp   October 2021 - present
Learning responsive web design, UI/UX principles

PROFESSIONAL EXPERIENCE

Toaster Innovation Hub   Minneapolis, MN
Communication Specialist   August 2023 - Present
- Managed Toaster marketing for undergraduate and graduate University communities
- Created web content for weekly Toaster updates
- Skills used: communication, design, marketing, HTML, CSS

Lavner Education   St. Paul, MN
IT Intern   June 2023 - August 2023
- Troubleshot technology issues with up to ten classrooms per week
- Performed hardware and software maintenance (e.g. cameras, student laptops, OpenShot, OBS)
- Debugged code (HTML and CSS)

Kappa Sigma Fraternity, Beta Mu Chapter   Minneapolis, MN
Photographer, portfolio available   September 2022 - Present

Step By Step Montessori Schools–Corcoran   Corcoran, MN
Teacher aide   June 2020 - Present
- Used strong communication skills to connect with over 100 students in varying age groups and assist them in their schoolwork
- Used time management and planning skills to facilitate 10-15 activity transitions per day
- Adapted to students' changing academic and emotional needs
- Kept up with fast-paced environment between various students and faculty, often split time between five classrooms

PUBLICATIONS

GEN-ZiNE, Issue 8   October 2021
"You, Me, and Us to Come: A Love Letter to My Younger, Queer Self"

GEN-ZiNE, online article   December 2020
"Graffiti: Incentive over Illegality"

SKILLS

- Coding languages and programs
  - HTML
  - CSS
  - Python
  - R in RStudio
  - Git and GitHub
- Multimedia design, portfolio available
  - Adobe Suite (Photoshop, Illustrator, Lightroom, Acrobat)
  - Canva
  - Pixlr
- Productivity software
  - Microsoft Office (Word, Excel, PowerPoint, Outlook)
  - Google Workspace (Drive, Docs, Sheets, etc.)