

EDUCATION

University of Minnesota, Twin Cities

College of Liberal Arts, University Honors Program, Spring 2023 Dean's List

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

Minneapolis, MN

expecting graduation May 2026

freeCodeCamp

Learning responsive web design, UI/UX principles

October 2021 - present

PROFESSIONAL EXPERIENCE

Toaster Innovation Hub

Communication Specialist

Minneapolis, MN

August 2023 - Present

- Collaborated with communication team to design website for better aesthetic, information architecture, and user experience
- Managed Toaster marketing for undergraduate and graduate University communities
- Created web content for weekly Toaster updates
- Skills used: HTML, CSS, communication, design, marketing

Kappa Sigma Fraternity, Beta Mu Chapter

Photographer, [portfolio available](#)

Minneapolis, MN

September 2022 - Present

Step By Step Montessori Schools–Corcoran

Teacher aide

Corcoran, MN

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

Lavner Education

IT Intern

St. Paul, MN

June 2023 - August 2023

- Troubleshoot 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)

PROJECTS

a-qvb.github.io/a-qvb-website/

July 2023 - present

- Built a website about myself with animations and activities, implementing HTML, CSS, and Javascript
- Used design skills to create the ID, credit card, punch card, and ripped doodle in the "About Ai-Quynh" page
- Committed to a clean, playful aesthetic

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
- Productivity software
 - Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Google Workspace (Drive, Docs, Sheets, etc.)