

Tiffany Thao Phan

765 NE 93 RD AVE. PORTLAND, OR 97220-4541

tiffanie.phan@yahoo.com or ngoc.thaophan5@gmail.com

TEL (503)8638046 HOME (503)8955510

- SELF-DISCIPLINED INDIVIDUAL WITH DEVELOPING EXPERTISE IN THE FIELD OF PSYCHOLOGY PROVIDING EXCELLENT CUSTOMER SERVICES AND SUPPORT.

OBJECTIVE:

- Seeking an administrative position within a reputable firm where I can utilize and expand and advance my skills and knowledge to contribute to the firm's progress and development.

QUALIFICATION HIGHLIGHT:

- Communication
- Flexibility
- Multi-tasking
- Problem Solving
- Fast-Learning
- Psychology
- Customer Service
- Interpersonal skills
- Vietnamese proficiency
- Well- Organized
- Japanese -Intermediate level
- Commitment
- Detailed oriented
- Intercultural skills

EDUCATION:

- Portland State University, Portland, OR

Bachelor Degree of Science in Psychology

Graduation - June 2013

- Portland Community College, Portland, OR

Associate Degree in General Studies

Graduation- June 2009

- Portland Community College, Portland, OR

Certification for Paralegal Studies

Expected Completion Date June 2014

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WORK EXPERIENCE:

- PCC Gourmet Cafe, Portland, OR

Part-time Service Worker/ Manager Assistant - Sept2008- Present

- Greet, assist, and provide customers with current information on daily food and drinks special • Balance the cash registers and close the cafe • Maintain appropriate stocking • Serve and make selected food and beverages.

RECOMMENDATION / REFERENCE LETTERS:

- Available upon request