14118 NE Davis Court

Portland, OR 97230

Home: (503) 408-0665

giang.hai.nguyen@gmail.com

**Giang Nguyen**

**Education**

**Oregon State University** Corvallis, Oregon

Bachelor of Science in Business Administration June 2011

Emphasis: Management

Awarded, William & Evelyn Leary Scholarship

**Management Coursework**

* Technology and Innovation Management
* Project Management
* Leadership and Team Building
* Human Resource Management
* Supply Chain Strategy
* Venture Management
* Strategic Management

**Relevant Skills**

Microsoft Word, Excel, PowerPoint, Project, SharePoint, and Visio

Verbal and written communication

Project coordination

**Leadership and Extracurricular Activities**

Vietnamese Student Association Sep 2006 - June 2011

* Junior Advisor (2008 - 2011): recommend actions to various audiences, facilitate team building exercises, and communicate with diverse groups.
* Treasurer (2007 - 2008): collaborate with teams to organize social events and community culture show. Manage financial account and budget of $4000. Maintain records of related documents.

Intramural Sports: Team Tennis League Spring 2010

* Qualified for playoff and won series

**Work Experience**

Diversity Development, Corvallis, OR Oct - Dec 2010

* Intern: research and collect information on specific topics, recommend equipment for purchase, and general office duties.

Mt. Hood Community College Bookstore, Gresham, OR Aug - Sep 2009

* Floor Help: provide customer service, replenish shelves, order processing, and work on multiple projects within departments.