***Education:***

**University of Oregon** ♦ Eugene, Oregon (2006 – 2010)

Bachelor of Arts in Political Science, Business Administration

***Experience:***

**Resources Consultant**

**Mills International Center**, University of Oregon. (2006 – 2007)

* Assisted in updating and developing the center’s resources including reference materials and periodicals
* Consulted with students, staff, faculties, and community patrons, assisting them in determining the types of resources they need and in locating those resources
* Assisted the Program Manager in organizing weekly events and drafting publicity and administrative documents

**Lab Consultant** (2009 – 2010)

**Social Science Instructional Laboratory**, University of Oregon

* Monitored and maintained organization for three advance labs
* Attended weekly staff meetings and troubleshooting lab equipments preparing them for daily use
* Proctored students during weekly lab exams and assisted students with their questions and computer problems
* Provided software and hardware upgrades on a regular basis.

**Information Technology Consultant**

**Knight Library**, University of Oregon (2007 – 2010)

* Supervised and inspected library technology equipments
* Clarified library related information
* Provided basic troubleshooting, and tech support to students, faculties, and visitors
* Assisted library’s faculty distributes important technical information to students and faculties

**Army ROTC**

**Leadership Training Course Graduate**

**Fort Knox**, Kentucky (2008)

* Trained in basic fundamental military survival related skills
* Enhanced leadership qualities both mentally, and physically to supervise, and operate a platoon size unit
* Improved personal strength to overcome fears.

***Skills:***

* Fluent in Vietnamese.
* Conversational in Chinese, Japanese.
* Proficient in Microsoft Office Suite 2007, Photoshop, Imovie, Picasa web, OS: XP, Vista, Seven

***Activities:***

**International Night 2010 Head**  (2010)

* Identify, managed, and coordinated performers for the annual University of Oregon International Night.

**International Student Association Public Relation Intern** (2008-2009)

* Developed effective advertisement strategies to help promote events.