

# Vy (Aiden) Mai

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## EDUCATION

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California State University, Dominguez Hills CA

Expected 2024

Bachelor of Science in Computer Science

Relevant Coursework: Discrete Structures, Software Development, Data Structures, Analysis of Algorithms

## EXPERIENCE

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### Red Dog Strategies

February 2022 - Present

Data Entry Lead

- Enter a large volume of data into the databases and systems accurately and efficiently.
- Verify and validate data for completeness, accuracy, and consistency, promptly addressing any discrepancies or errors.
- Maintain confidentiality and data security by handling sensitive information in a responsible and professional manner.
- Provide training and support to other team members on data entry procedures and best practices.
- Research and gather additional information to complete and enhance data sets as necessary.

### Bao Investments

June 2021 – September 2021

Data Entry Internship

- Provide general administrative support as required, including filing, scanning, and photocopying documents.
- Collaborated with clients to help ensure accurate and up-to-date records.
- Utilized Excel to assist with monitoring and reconciling ATM transaction logs to help identify and resolve discrepancies or errors
- Utilized Excel for organizing records of ATM transactions and generated regular reports
- Assisting with product inspection and quality control

### Furiwa Catering

Front Desk Receptionist

January 2019 – May 2021

- Assist with scheduling and coordinating appointments, meetings, and conference room bookings.
- Assist with managing and organizing company events, including coordinating catering, room setup, and logistical arrangements.
- Provide accurate and helpful information to inquiries from clients, visitors, and employees.
- Answer and direct incoming calls promptly and professionally, ensuring accurate message taking and transferring calls to the appropriate individuals.
- Manage the reception area, ensuring it is clean, organized, and well-presented at all times.

## SKILLS

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- **Programming:** C++, Java, JavaScript, HTML, CSS
- **Misc:** Microsoft Office Suite, Google Suite, Adobe Acrobat.