

Alexis Nguyen

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EDUCATION

University of Portland | *Portland, OR*

Expected Graduation: May 2025

B.S. - Computer Science, Minor - Business Administration

GPA: 3.87

Coursework: Topics in Cybersecurity, Data Structures, Object Oriented, Discrete Mathematics, Statistics, Economics, Accounting, Marketing

SKILLS & TECHNICAL TOOLS

- **Technical Skills:** C, Java, React, Latex, Linux System, HTML, CSS, Javascript
- **Languages:** Fluency in English and Vietnamese
- **Certifications:** Certified Nursing Assistant

PROJECTS

2048 - Replicated the game 2048 using HTML, CSS, and Javascript

Weather App - Created a simple weather app using React

Personal Website - Built a personal website with HTML, CSS, and Javascript

EXPERIENCE

Beyond Beauty | *Receptionist*

Jun 2018 - Current

- Exhibit the duties of a receptionist by utilizing communication skills to schedule appointments, handle phone call interactions, and process cash and card transactions
- Sustain an organized work environment by continually cleaning and sanitizing equipment

Bonchon Happy Valley | *Cashier*

Nov 2021 - Current

- Maintain quality customer service during fast paced environments and collaborated with supervisors and other coworkers in order to perform more efficiently and to accommodate for high demands
- Mastered point-of-service (POS) computer system for automated order taking
- Resolve complaints promptly and professionally and took on leadership positions when the manager is not in the vicinity

Marquis Mill Park | *Certified Nursing Assistant*

Aug 2021 - Nov 2021

- Provided high quality patient care to residents who have recently left critical care and are seeking assistance until they are able to be discharged
- Assisted residents with activities of daily living including assistance with ambulation, meals, bathing, etc. in addition to charting accurate vital signs and documentation
- Created care plans with nurses and doctors to access the best course of care for patients and actively updated these plans when changes occur

LEADERSHIP

Vietnamese Eucharistic Youth Movement | *Youth Group Leader*

- Prepare activities for youth to participate in church-wide programs and lead weekly youth group lessons for middle school age children
- Organized fundraisers in the community to encourage and support volunteering amongst the youth