

# Alexis Nguyen

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## EDUCATION

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**University of Portland** | *Portland, OR*

Expected Graduation: May 2025

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

*GPA: 3.8*

**Coursework:** Data Structures, Discrete Mathematics, Probability and Statistics, Economics, Accounting

## SKILLS & TECHNICAL TOOLS

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

## PROJECTS

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### 2048

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

## EXPERIENCE

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**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
- Perform the necessary tasks to maintain an accessible and clean restaurant

**Marquis Mill Park** | *Certified Nursing Assistant*

*Aug 2020 - 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

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**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