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OBJECTIVE

Seeking a position to challenge myself while utilizing my technical and soft skills to build upon the success of Jam City. My goal is to participate in high-level decision-making as well as working towards improving the user experience for their customers. I am a third-year transfer student at the University of California Irvine, majoring in Informatics. I have intermediate coding and computer skills as well as extensive experience in managing and customer service. I am currently enrolled in a project course in Human Computer Interaction, which will be finished by the end of spring quarter.

TECHNICAL SKILLS

Programming Languages: C, C++, HTML, Python, Java

Operating Systems: Mac, Windows, Linux

Applications: Adobe Indesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat IDLE, Eclipse, Microsoft Office, Microsoft Visual Studio, NetBeans, IntelliJ IDEA, PyCharm, Sublime Text

ADDITIONAL SKILLS

- Flexible leader, encouraging mentor, and team player
- Effective communicator and cooperater
- Detail-oriented, results oriented, and analytical
- Superior customer service
- Adaptable in various work environments
- Fluent in conversational Vietnamese
- Proficient computer and Internet skills
- Creative and innovative

WORK EXPERIENCE

Jamba Juice - Irvine, CA

Assistant General Manager (July 2009 - Present)

- Interview, hire, and train eligible candidates to further company's success
- Manage monthly inventory and weekly orders for adequate supply and product
- Manage and deliver catering orders for fundraisers or events
- Help team members work efficiently throughout every shift
- Take on General Manager role when General Manager is not present

- Perform accounting duties throughout each shift
- Accurately make and upsell company products
- Assist customers in understanding the menu and products
- Maintain a clean store environment
- Participated in opening up brand new store
- Promoted from Team Member to Shift Lead in June 2011, and Shift Lead to Assistant General Manager in March 2017

Self-Employed - Irvine, CA

Private Math Tutor (November 2019 - Present)

- Tutor high school student mathematic course
- Help student learn effective studying techniques
- Construct learning and studying tools

- Develop positive relationships with student and their family
- Create a safe and comfortable learning environment
- Ensure student success

University of California, Irvine / Irvine, CA

Digital Filmmaking Department Assistant (September 2017 -

- Took care of administrative duties around Digital Filmmaking office
- Checked out equipment to enrolled students
- Understood how to properly use and care for equipment

University of California, Irvine - Irvine, CA

Disability Service Center Notes Provider (June 2017 - December 2018)

- Took clear, thoughtful, and accurate notes for each class lecture for students with disabilities
- Provided handwritten notes in a timely manner
- Maintained 100% class attendance, or arrange for substitute Note Provider when absent

California Pizza Kitchen - Tustin, CA

Hostess & Take-Out (March 2012 - March 2013)

- Assisted customers to their tables fairly by rotation
- Answered telephone calls to receive take-out orders and answer frequently asked questions
- Labeled and bagged food by each order
- Understood register procedures to ring up products

EDUCATION

University of California, Irvine - Irvine, CA (Currently Enrolled)

- Completing credits towards a Bachelor of Science degree in Informatics

Irvine Valley College - Irvine, CA (Graduated May 2017)

- Associates of Arts degree in Social and Behavioral Sciences
- Cumulative GPA: 3.58 – graduated Cum Laude
- Received ASG of IVC Scholarship for STEM Majors

HOBBIES & INTERESTS

Photography, traveling, music, art, games, puzzles, animals, school, learning, reading, research

References available upon request.