

Khoa T. Truong

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To obtain a position where I can enhance my abilities and grow in my career.

EMPLOYMENT EXPERIENCES:

Intel

Manufacturing Equipment Technician

April 2019 – Present

- Oversee the workflow within the area to maximize the capability of resources
- Coordinate workload between different modules, engineers, and vendors.
- Responsible for technical and maintenance work in support of engineering activities
- Operate, maintain, and repair specialized processing equipment
- Troubleshoot nonstandard events and review technological health and stability
- Conduct engineering tests and detailed experimental testing
- Train fellow technicians on work-related systems and certifications

Russell and Smith Honda, Houston, TX

August 2016 – October 2018

Internet Sales Consultant – Silver Level Honda Council of Sales Leadership

- Actively build network and generate a potential customer's base for sale of cars.
- Meet and exceed all monthly sales targets with good closing ratio.
- Identify and utilize customers' points of interest to deliver professional and interactive presentations.
- Remain up to date on products, markets and trends.
- Foster repeat businesses through a helpful personality and genuine interest.

Houston Community College, Houston, TX

January 2014 – May 2014

Administrative Assistant

- Performed clerical tasks to maintain a discipline and confidential counseling office.
- Asserted and prioritized appointments based on students' special needs.
- Trained to communicate and assist students with mental and physical disabilities on daily basis.

LEADERSHIP IMPROVEMENTS:

Phi Theta Kappa Honors Society, Houston, TX

May 2013 – June 2014

Vice President of Service

- Actively responsible for recruiting members and managing the member system.
- Led several events and campaigns across different Houston Community College campuses to promote college completion, each with more than 300 participations and attendees.
- Served on the research committee and helped plan the Symposium which attracted 110 attendees.

EDUCATION:

Portland State University, Portland, OR

Bachelor of Science in Computer Science

Expected to graduate 2023

Houston Community College, Houston, TX

Associate of Science in Mechanical Engineering

Class of 2014

HONORS & AWARDS:

- WC Smith Customer Satisfaction 2018
- Distinguished Theme Award Honors in Action 2014
- Distinguished Honors in Action Project 2014
- Distinguished Chapter 2014

SKILLS & CERTIFICATIONS:

- Microsoft Office Specialist, Python, Java, C++
- Proficient level of multi-tasking and coordinating
- Excellent verbal and written communication skills
- Bilingual: Vietnamese and English