Khoa T. Truong

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

**E M P L O Y M E N T E X P E R I E N C E S :**

**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.

**L E A D E R S H I P I M P R O V E M E N T S:**

**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.

**E D U C A T I O N :**

**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

**H O N O R S & A W A R D S :**

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

**S K I L L S & C E R T I F I C A T I O N S :**

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