

# Oanh Vu

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**Objective:** Seeking for internship or full-time position in Operation Management summer 2014.

## Education:

The Ohio State University, Fisher College of Business, Columbus, OH

Bachelor of Science in Business Administration

May, 2014

Major: Operation Management Minor: Chinese Language

GPA: 3.66/4.00

Recipient of Bosacchi Scholarship

Fall 2011 and Fall 2012

## Work Experiences:

Phoenix Technologies, Columbus, OH

Business Intern

May, 2013- Present

- Completed analysis of options to stream line hiring of resources through multiple channels including outsourcing via staffing companies, sub-contracting, social media, and recruitment process outsourcing
- Completed the design, build, and test of a Microsoft Office based solution that creates all onboarding documentation for a new employee.
- Help assisting several small projects

Special Projects Office, Fisher College of Business

Assistant Analyst

May, 2012 – May, 2013

- Compile and archive data from multiple sources in English; provide data quality assurance for college ranking surveys using established methods and procedures
- Analyze ranking data and conduct benchmarking research using public and proprietary data sources; generate reports and charts
- Track concurrent projects and deadlines; use bibliographic and HR databases to look up and enter data and prepare reports

Fresh Express, Ohio State University Dinning, Columbus, Ohio

Student Manager

March, 2012 – June, 2012

- Manage a team of about 20 people per shift
- Assists in the overall operation of the dining hall during assigned shift
- Assuring all standards are met
- Help training new employees

Student Assistant

February, 2011- March, 2012

- Provide customer services to more than 1000 customers per day
- Assist student managers with cooking and cleaning

## Volunteer Experiences:

Math Tutor and Science at Columbus Metropolitan Library

March, 2011- Present

English Tutor at Columbus Literacy Council for ESOL Class

September, 2011- January 2012

## Activities:

Business Operation Management Society, Fisher College of Business, Member

Fall 2011-Present

Vietnamese International Student Association,

President

Spring, 2013- Present

- Running of the general meetings and any other meetings that require attendance in an official capacity.
- Overall responsibility for implementation of objectives and events planned for the term of responsibility.
- Responsible for general oversight of the organization, including but not limited to administrative tasks, strategic planning, and event coordination.

Secretary

Spring, 2012 – Spring, 2013

- Prepare documents and take note during meeting
- Schedule and send out email to 30 members about meetings, workshops or activities
- Assist with contacting new members and other cultural organizations

Fisher Forward Program, Fisher College of Business, Mentor

Spring 2011- Fall 2012

- Mentor freshmen, help them to know more about Fisher
- Help to answer questions about Fisher courses, professors and organizations

## Relative Skills:

- **Language skills:** Vietnamese (Fluent), Mandarin Chinese (Intermediate)
- **Computer skills:** Excel, Access, Outlook, Power point, Microsoft Project, Microsoft Sharepoint