

Ly Nguyen

148 1st Street, Apt. 706 | Jersey city, NJ, 07302 | lythien@live.com | (646) 667-6252

EDUCATION

Pace University, Dyson College of Arts and Sciences, New York, NY

Expected 05/2017

Bachelor of Arts in Communication Studies

Minors: Criminal Justice, History, and Peace and Justice Studies

GPA: 3.95 **QPA:** 3.63

HONORS AND AWARDS

- Pace Dean's list Fall 2014| Spring 2015| Pace Incentive Award

RELEVANT COURSEWORK

Political Communication | Small Group Communication | History of Human Rights | Propaganda and Media Criticism

EXPERIENCE

The Mana Group-New York, NY

10/2014 -12/2014

Administration Intern

- Assisted supervisor with paperwork and payroll to manage the firm's finances
- Managed social networking website in order to raise awareness on the projects the firm handled
- Helped supervisor in the recruiting process to hire more potential employees
- Worked with fundraising teams to develop and manage projects the firm worked on
- Conducted research on the Public Relation Job Market to develop the firm potential new office in Dallas, Texas.
- Planned and Coordinated events in order to explain to newcomers about the firm's purpose and specializations

Van Ly Law Office, Vietnam

05/2014-08/2014

Assistant/ Translating Intern

- Organized legal documents in order to prepare for court meetings
- Analyzed civil/criminal lawsuits for researching purpose
- Communicated with foreign clients in order to prepare clients' cases
- Translated legal documents in English to Vietnamese and vice versa in order to complete lawsuits
- Managed law firm's websites and social networking pages in order to answer all questions and concerns
- Scheduled appointments for potential clients to meet with the attorneys

PROFESSIONAL DEVELOPMENT

California Youth and Government Program

01/2012-02/2013

Anaheim Delegation: Commissioner

- Conducted research on illegal immigrant's jobs and lives in the United States
- Developed a proposal to find solutions to enhance immigrants' working and living conditions
- Presented the complete proposal at the Y&G Conference in Sacramento to advocate for immigration reform

VOLUNTEER EXPERIENCE

Someone Care Soup Kitchen

Volunteer Supervisor

09/2012-05/2013

Rescuing Leftover Cuisine

05/2015-present

Lead Volunteer

ACTIVITIES

Pace Law Society, Member

01/2015-present

Legend Yearbook, Head Writer

04/2015-present

New York City Housing Court, Court Navigator

06/2015-present

SKILLS

Technical: Proficient in Microsoft Word, Excel, and Power Points

Languages: Fluent in Vietnamese