**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