

Caitlin Nguyen

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EDUCATION

Chapman University, Orange, CA

August 2021 – May 2024

Bachelor of Science in Business Administration

Minor in Data Analytics

- **Honors & Awards:** Dean's Honor List
- **Related Coursework:** Financial Management, International Trade and Finance, Statistics and Econometrics, Product Development, Operations Management, Operational Management, Marketing Analytics, Management Information Systems, Ethic in Business, Intro to Marketing, Digital Marketing, International Marketing, Marketing Analytics, Enterprise Data Management, Applied Business Analytics, Econometrics, Introduction to Data Science

Pasadena City College

August 2019 – June 2021

- **Honors & Awards:** Dean's Honor List
- **Related Coursework:** Financial Accounting, Macroeconomics, Microeconomics

EXPERIENCE

Cowan Consulting, New York City, CA

Jan 2024- June 2024

Management Consulting Intern

- Managed and executed projects in E-Business, IT, and Business Development, showcasing multitasking and team collaboration skills, while meeting rigorous deadlines and quality standards.
- Enhanced communication and presentation abilities through active engagement in project planning and client interactions, gaining diverse industry insights and expertise.

Mokkoji Shabu Shabu Bar, Cypress, CA

Jan 2024- March 2024

Server

- Optimized customer satisfaction by proactively managing and coordinating orders, ensuring prompt, precise service and delivery of meals and beverages.

Maxim Healthcare – Alhambra, CA

Respite Caretaker and Personal Assistant Service

January 2023 – Present

- Performed various assistance and daily care tasks for client for 40 hours each month.
- Efficiently communicated with client's family members on condition and progress to effectively promote behavioral progress
- Maintained and updated work report documentation and complete communication with client that would ensure 100% satisfaction dependent on specific needs

Mr. BBQ, Fullerton, CA

April 2022 – Dec 2023

Hostess/Back Server

- Managed seating arrangements and optimized dining flow by monitoring restaurant activity.
- Achieved fast, amiable, and effective responses to guests' inquiries and requests.
- Supported and streamlined team operations during busy shifts, enhancing cooperative work environment.
- Coordinated with the serving staff to provide attentive and efficient service to guests.

Dr. Jun Gyu Park, Garden Grove, CA

Jan 2022 – July 2022

Office Assistant

- Implemented efficient administrative strategies, managed calendars, and maintained accurate records.
- Utilized multitasking and problem-solving skills while maintaining confidentiality, contributing to optimized office operations.

Kumon Learning Center

May 2017 – May 2019

Tutor

- Trained students in math and reading using the Kumon method, enhancing their self-learning abilities.
- Developed and implemented one-to-one instructional strategies to help students master foundational concepts.

EXTRACURRICULAR ACTIVITIES

Sustainable Economic Development Consulting Team

Jan 2023- May 2024

Associate

- Provide tailored consultation to local small businesses, focusing on long-term economic viability and sustainability beyond the tenure of their current leadership, using individualized approaches to foundational business principles.

Accounting Society

August 2021- May 2024

Associate

- Assist in organizing and hosting various events, including network sessions, guest speaker series, and educational workshops, enhancing professional development for student members.
- Collaborate with society leadership in creating informative sessions on career prospects in accounting, thereby enriching the academic and professional journey of fellow students.

SKILLS

Technical: Google Analytics, Microsoft Office, Microsoft Excel, Adobe Photoshop, Adobe Illustrator

Programming Languages: Python, R, SQL, JavaScript, C, HTML

Languages: English, Spanish

CERTIFICATIONS

The Fundamentals of Digital Marketing, Google Analytics for Beginners, Harvard University: CS50's Introduction to Computer Science, Bloomberg Market Concept Certification, Chapman Applied Statistical Analysis