**Devin Pham**

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**SUMMARY**

Strong background in math, reading, information technology, arts, cosmetology, and writing from upper-level math and geology courses; looking to express complex topics. Believes students are able to accomplish academic goals and overcome obstacles through hard-work, patience, and encouragement from experienced mentors.

**EDUCATION**

**Cosmotek College,** San Jose, CA

Barbering License 2020

Cosmetology License 2019

**University of Houston-Downtown,** Houston, TX 2017

Bachelor of Science in Geoscience with Concentration in Petroleum Geotechnology

**Minor:** Applied Physics

**GPA:** 3.44

**Honors:** Dean’s List (3 Awards)

**Activities:** Geo-Society, 2015-2017; AAPG, 2015-2017

**EMPLOYMENT EXPERIENCE**

**Cosmotek College,** San Jose, CA January 2022 – Current

*Admissions Counselor / IT Support*

* Assume all duties of previous position from March 2018 – September 2019.

**Cosmotek College,** San Jose, CA September 2019 – December 2021

*Admissions Counselor / IT Support / Instructor Trainee (Barber and Cosmetology)*

* Occasionally, assist with theory lecture and demonstrations in the presence of a qualified instructor.
* Assume all duties of previous position.

**Cosmotek College,** San Jose, CA March 2018 – September 2019

*Admissions Counselor / IT Instructor*

* Assess and assist prospective students, and students in making career decisions.
* Arrange orientation programs, educational workshops and scheduling
* Processing student registration and payment
* Responding to information requests
* Train and support instructors on our online system
* IT support: working with the faculty on lessons plan and help instructors with computer presentation tools.
* Giving student orientations consisting of using clock-in system, meeting instructors, and accessing online tools.
* Responsible for IT issues and work with software developer for computer related issues.
* Maintain equipment including electronics, plumbing, lockers, and property of the school.
* Create marketing brochures, edit contents, and involve in e-marketing.

**5 Stars Hair & Nails,** Milpitas, CA November 2019 – Current

*Hair Stylist*

* Perform cuts, fades, styles, chemical services, therapeutic hair and scalp treatment, and skin care services.
* Analyze client’s hair, skin conditions and recommend appropriate treatments
* Provide support for colleagues and staff.

**A+ Computech,** Houston, TX August 2013 – November 2017

*IT Administrator*

* Install, configure, support, upkeep, and recommend reliable operation of client computer systems, servers, and data security systems.
* Administrators manage servers, network equipment, and other related IT infrastructure.
* Monitor the performance of a variety of computer systems and IT infrastructure.

**A.P Printing,** Houston, TX August 2013 – November 2016

*Print Associate*

* Deliver customer satisfaction for walk-in services such as fax, B&W copies, E-mail printing
* Process documents through software and various procedures for high-volume printing
* Perform troubleshooting on mechanical and electronic equipment

**SKILLS**

Software:Wordpress, Microsoft Office, Adobe Suite, Microsoft Server, Database, Network

Programming: Javascript, HTML, CSS

Beauty skills: Facial machines, hair designs, hair coloring, skin care services, chemical peels, stylings, fading, cutting,

chemical services, and nail services

Other: Interpersonal relationship skills, content editing, and review. Marketing skills and e-marketing skills.