

# Dang Dang

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## EDUCATION

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**University of Saint Thomas, Saint Paul, MN**

January 2020 – Expected May 2023

*Master of Science, Software Engineering, GPA: 3.95*

*Graduate Certificate in Artificial Intelligence*

Coursework: Foundation of Software Development – Java, Software Engineering, Software Analysis and Design, DevOps and Cloud Infrastructure, Database Management System and Design; Foundation of Data Analysis, Data Analytics and Visualization (in progress), Machine Learning (in progress)

**University of California, Davis, CA**

September 2014 – Graduated March 2018

*Bachelor of Science, Statistics*

## SKILL

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*Programming/Scripting Languages:* (Proficient) Python; (Familiar) Java, HTML, CSS, SQL, MATLAB, R

*Tools:* (Proficient) Git, GitHub, (Familiar) Amazon Web Services (AWS), MySQL, Oracle SQL Developer

## PROFESSIONAL EXPERIENCE

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### Student Mail Assistant

University of St. Thomas – Minneapolis, Minnesota

February 2022 – Present

- Sorted and delivered mail on the Campus
- Processed outgoing mails and FedEx shipments
- Printed ID, delivered paper, and assisted customers

### Office Assistant

Global Law Group – Dallas, Texas

August 2018 – June 2019

- Greeted and communicated with in-person clients to ensure all clients' needs were met with high satisfaction
- Interviewed clients, filed out new clients' files and contracts, scheduled meetings between the attorney and clients
- Worked closely with clients during their cases, answered clients' questions, and ensured clients were happy and satisfied with the services of the firm
- Contacted clients, lawyers, and court personnel to schedule interviews, hearings, meetings, depositions, and trials
- Oversaw budget, prepared financial reporting, assessed future budgetary needs
- Communicated with marketing agencies to produce high quality advertising materials, including pamphlets, brochures, fliers, etc...
- Managed multiple social media platforms for client outreach
- Resolve multiple month backlog of liens' collection

## PROJECT

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### Java Game Application

*Class Project - University of St. Thomas, Spring 2021:*

<https://github.com/dang1840/SEIS635FinalProject.git>