**MyBinh Nguyen**

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East Hartford, CT 06108 Tel: (860) 803-5091

**Education:**

**University of Connecticut** Anticipated Graduation: August 2011

College of Liberal Arts and Sciences Major GPA: 3.04

**Degree**: *Bachelor of Arts*

* **Major**: *Linguistics/Psychology* **Minor**: *English*

**Professional Experience:**

**US Nails Salon & Spa Vernon, CT**  June 2007 – Present

Tel: (860) 872-4471

**Position: Receptionist**

* Coordinate and organized appointments & schedule future follow up appointments
* Welcome and greet customers with a friendly atmosphere
* Process transactions for each customer upon check out
* Diffuse customer concerns and provide solutions to each problem or escalated situations
* Maintain proper housekeeping to ensure quality cleanliness & sanitation regulation

**Position: Nail Technician / Nail Care Specialist**

* Provide quality service to accommodate each customer’s request and desires
* Restore damages for each customer from prior services regardless of location of service
* Perform manicures & pedicures to help maintain proper nail hygiene and execute professional services
* Enhance personal appearance & making each individual feel confident and exceptional

**Position: Product & Service Consultant**

* Consult customers with products to best fit their needs and desires
* Educate how each product works as well as features and benefits of the procedures available
* Advise individual customers of how to use products available for sale
* Explain how to care for procedure to ensure long lasting quality

**Position: Book Keeping**

* Filed each technician’s procedures and kept record of each job done for the day
* Prepare financial records when requested for audits or at request
* Process individuals weekly services to ensure proper payroll and salaries

**Skills Summary:**

Computer Applications:

* Microsoft Office: Word, Excel, & PowerPoint
* MiniTab
* Adobe Photoshop CS3

Communication:

* Bilingual in English & Vietnamese
* Organization and time management
* Excellent customer service and verbal communication
* Creative ideas and mindset

**Extra Curricular Activities:**

* Member of Asian American Students Association
* Hobbies include travel, badminton, & reading

**Reference:** Available upon request