

Emily V. Noravong

33506 Buckshot Lane | Magnolia, Tx 77354 | 832-537-2987 | noravong19@gmail.com

Education

B.B.A. in Management Information Systems

Expected Fall 2025

Sam Houston State University

- 3.83 GPA

Associate of Arts

July 2023

Lone Star College

- 3.7 GPA

Work History

Sales/Stylist Associate

November 2022 - Present

Levi Strauss & Co.

- Engage with clients to discern their desired product(s) and skillfully negotiate to conclude the sales transaction
- Maintain store cleanliness and ensure all merchandise remains well-stocked and readily accessible to customers
- Develop product recommendations based on observing, analyzing, and evaluating customer needs
- Earned Stylist of the Quarter by providing prime customer service and finalizing the most sales

Dental Hygiene Assistant

August 2020 – August 2022

Dental Designs by Alisa Reed

- Assessed collected data on patient's health and dental history prior to the hygienist's arrival
- Coordinated patient appointments by strategically scheduling consultations, dental cleanings, and other various dental procedures.
- Prepared operatories with appropriate equipment and instruments for each procedure scheduled
- Performed and assisted in minor dental work under the supervision of a dental hygienist
- Managed sterile processing unit for all operatories ensuring all instruments were sanitized

Accomplishments

President's List

Spring 2023

- Achieved 4.0 GPA for the 2023 Spring term

Skills

- Microsoft Excel: Building formulas, cell formatting, PivotTables, managing datasets
- Microsoft Word: Text formatting functions, design, creating forms and templates

Reference available upon request.