

PAUL NGUYEN

Phone: 714.904.6493 | Email: realpaulnguyen@gmail.com | LinkedIn: www.linkedin.com/in/realpaulnguyen/

OBJECTIVE

Diligent professional with service experience coupled with a B.S. in Business Administration: Computer Information Systems, seeking the opportunity to leverage those qualities to aid in satisfying the needs of customers, employees, and potential business partners.

EDUCATION

CAL POLYTECHNIC UNIVERSITY POMONA, <i>Pomona, CA</i> Bachelor of Science: Business Administration Emphasis: Computer Information Systems	2018 - 2020
CITRUS COLLEGE, <i>Glendora, CA</i> Associates of Science: Business Administration Associates of Art: Art Social and Behavioral	2016 - 2018

EDUCATIONAL EXPOSURE

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| • Java/Android Development | • Computer hardware and software |
| • HTML | • Technical Support Fundamentals |
| • CSS | • Data Entry |
| • JavaScript | • Senior Project: Carbon Calculator website for National Wildlife Federation |
| | • SQL |
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EXPERIENCE

HOME DEPOT - *MONROVIA, CA*

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| Hardware Sales Associate <ul style="list-style-type: none">• Worked alongside retail representatives to boost sales by enhancing product presentations and advertising collateral• Organized racks and shelves to maintain store aesthetics, engage customers, and promote merchandise• Build rapport with customers to develop lasting relationships• Demonstrated professionalism and courtesy while addressing customer complaints, resolving issues, or responding to inquiries | Nov 2016 –
July 2017 |
|---|---------------------------------|

MCDONALD'S – *COVINA, CA*

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|--|-------------------------------|
| Crew Member <ul style="list-style-type: none">• Helped customers complete purchases, locate items, and join reward programs to promote loyalty, satisfaction, and sales numbers.• Restocked, arranged, and organized merchandise in front lanes to drive product sales.• Assisted customers by answering questions and fulfilling requests. | Oct 2015–
Nov 2016 |
|--|-------------------------------|

COSTCO – *SAN DIMAS, CA*

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|---|-------------------------------|
| Seasonal Crew Member <ul style="list-style-type: none">• Resolved member issues quickly to maintain productivity goals.• Maximized productivity by keeping detailed records of daily progress and identifying and rectifying areas for improvement.• Collaborated with team members to complete efficient work and bring in top hauls. | Nov 2018–
Feb 2019 |
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SKILLS

Bilingual:
English & Vietnamese

Microsoft:

• Access	• Teams
• Excel	• PowerPoint
• Outlook	• Word