

RÉSUMÉ



EDUCATION

A.S. in *Computer Science*, City College, San Francisco, CA, 2010-pending

M.A. in *Adult Education*, San Francisco State University, San Francisco, CA, 2008

B.A. in *Administration Law*, Law University, Ho Chi Minh City, Vietnam, 2000

A.A.T in *ESL teaching*, Teacher Training College, Ho Chi Minh City, Vietnam, 1998

CERTIFICATES

Fellow, Life Management Institute program, Life Office Management Association, USA, 2006

NLP Charismatic Presenter, The American Board of Neuro-Linguistic, 2005

Associate in *Customer Service*, Life Office Management Association, USA, 2004

Associate in *Fundamental of Life and Health Insurance*, Life Office Management Association, USA, 2001

HONORS AND AWARDS

Staff Excellence Award, 2010, Richmond-Area Multi Services, San Francisco, CA

Chris Larsen Scholarships, spring & fall 2007, San Francisco State University, CA

Eureka Student Research Award, 1998–1999, Law University of HCM City, Vietnam

PROFESSIONAL EXPERIENCE

2008-2013: *Mental Health Counselor and Community Educator* – full-time
Richmond Area Multi-Services Inc., San Francisco, CA

- Provided psycho-education for individuals and groups
- Planned, created, and executed educational sessions and outreach events on mental health services for San Francisco community

2006-2018: *Computer Assistant* – part-time
MacLab – Computer Lab of San Francisco University, San Francisco, CA

- Lab patron administration
- Troubleshooted Macintosh and Windows computers; Assisted Lab users with computer softwares such as MS. Office, Adobe CS, FinalCut Pro, Pro Tools, etc.

2003-2006: *Senior Executive Corporate Motivational Trainer* – full-time
Training Department, Prudential Assurance plc., Vietnam

- Conducted motivational training and soft skills programs, workshops, and conferences for the agency workforce of 20,000 people
- Conceptualized and created teaching aids, materials, and logistics for the entire training department of over 80 trainers

2000-2003: *Legal and PR Publishing Coordinator* – full-time
Agency Development, Prudential Assurance plc., Vietnam

- Coordinated with legal, marketing, purchasing, and PR departments for publishing promotion materials and advertising campaigns for the company
- Oversaw legislation and company guidelines for designing, printing, and publishing for the company

1998-2000: *Graphic Designer* – part-time
Binh Phuc Publishing llc., Vietnam

- Designed book covers and magazines
Example: http://hoatruong.com/?v=computer_skills&s=graphic_design

COMPUTER SKILLS

- **Programing skills:** *competent in* PHP, Java, JavaScript, jQuery, HTML, CSS; *hands-on experience with* Unix, Git, and LAMP. Example: a self developed file-based MVC framework: <http://hoatruong.com> - <https://github.com/hoatruong/myJourney> (code)
In-depth knowledge of ActionScript, Flash. Example: an instructional game about I-Ching http://hoatruong.com/?v=computer_skills&s=Flash_and_ActionScript - <https://github.com/hoatruong/IChingGame> (code)
Basic knowledge of Drupal. Example: a Drupal project to improve English vocabulary: <https://github.com/hoatruong/eslbooster> (code)
- **Graphic design:** *Outstanding skills in* Adobe Photoshop *and* Adobe Illustrator, *proficient in* Adobe Flash, Corel Draw; *familiar with* Adobe InDesign *and* Corel Painter
- **Office** (experience in both Macintosh and Windows operational systems): *Adept in* Microsoft Word, Excel, PowerPoint; *knowledge in* Microsoft Access; *capable in* online office tools like Prezi, Google Docs, Xmind
- **Self-taught:** *Experience in* 3D modeling. Example: computer assisted design of clothes in 3Ds and sewing them: http://hoatruong.com/?v=computer_skills&s=3D_modeling

HOBBIES

Algae farming, sewing, photography, tango, tennis, and tackling technical problems