

# MARRIONE NGUYEN

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*An aspiring full-stack web developer who thrives on bringing new ideas to life.  
Currently looking for internships or experience to work with other developers.*

## EDUCATION

California State University East Bay B.S. Hospitality & Tourism June 2015  
UC Berkeley Extension Coding Bootcamp; Expected Grad - January 2021

## SKILLS

**CLERICAL/TYPING TEST RESULTS:** Added (Includes Writing, Typing, MS Word, MS Excel test results).

**TECHNICAL:** Intermediate CSS/HTML, Basic Python knowledge, GitHub/GitLab/Git Bash, HTML, CSS, Javascript, Bootstrap, Node.js, Express.js, Web API, NPM, Mongoose, React, Handlebars.js, NoSQL, SQL

**CERTIFICATIONS:** Python for Everybody (Programming) - Coursera - Cred ID: QEYJND958EJ8

Python Data Structures - Coursera - Cred ID: XKLJMLSWJU8F

## WORK EXPERIENCE

### TECHNICAL WRITER; Eurofins E&E

2017 - Present

- Collaborate with engineers, project coordinators and product managers to construct the appropriate compliance reports. Heavy use of Citrix, Google Apps, Office 365, Adobe PDF and Visitor Management System (Envoy).
- Create and draft testing reports for electromagnetic compatibility, telecom and wireless laboratories. Collaboration with engineers and project managers. Heavy use of METrak.
- Recently assigned to be the designated Environmental Simulation Laboratory technical writer.
- Report progress notes, non-compliance spot checks and corrections to lab managers and customers. Heavy use of Microsoft Teams and Office 365.
- Witness and study multitude of standards, procedures and data reading.
- Operate workplace visitor platform, Envoy, by regulating visitors remotely.
- Answer and redirect phone calls. Heavy use of Ring Central app.
- Support accounting by acting as liaison to vendors.
- Promote and host major employee events.

### MOVE-IN COORDINATOR (SALES ASSISTANT); Eskaton

2019 - 2020

- Educate prospects about Eskaton and the history of The Parkview.
- Revamp old-school apartment tours to virtual interactive video tours. Heavy use of OneDay Video platform. Moderate use of personal camera, video equipment and video editing application.
- Guide prospects through the move-in process from scheduling contract signing to the first month as a new resident.

- Utilize Citrix, Salesforce, MailChimp, Survey Monkey, Matrix Care for weekly reports, collecting sales points and managing prospects. Moderate use of Visitor Management System (Accushield).
- Enhance outdated marketing materials, welcoming baskets and move-in packets.
- Design invitations and signage for major community events. Heavy use of personal graphic design platform and font generator.
- Conduct cold calls and marketing outreach.
- Attend quarterly corporate sales meetings in Eskaton's corporate offices in Sacramento. Less than 10% travel.
- Spokesperson of the Safety Committee.
- Lead fundraising efforts for the annual Alzheimer's walk.
- Provide coverage for Dietary and Concierge departments.

### **IRD COORDINATOR / IRD SERVER; Four Seasons, Palo Alto**

**2015 - 2017**

- Brainstorm and design amenities for guests.
- Review and maintain guest allergy history.
- Conduct stand-up meetings prior to service to review forecasts, VIP guests and assign servers to their respective station rotation.
- Organize and prepare dining requests through phone, doorknob orders, mobile app or BEOs.
- Attend wine classes to increase wine sales.
- Monitor and restock inventory according to business projections.
- Implement an efficient way of obtaining private bar transactions.
- Moderate data entry, printing, scanning and managing daily invoices.
- Heavy use of Workday, Google Apps and Dropbox, POS.
- Provided assistance to multiple departments.

### **CONCIERGE; Moldaw Family Residences, Palo Alto**

**2013 - 2015**

- Answer and redirect phone calls.
- Developed a system to secure and maintain resident confidential records. Moderate use of HealthMedX.
- Distribute mail and packages.
- Monitor camera systems to ensure residents' safety.
- Schedule medical appointments and in-house events. Heavy use of Microsoft Office Suite.
- Provide valet services after-hours.

### **References**

Cheryl Anicete  
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