

KATELYNN H. NGUYEN

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Address: 116 Academy Street, Piscataway, NJ 08854

PROFILE

An energetic and fast learner who is committed to excellent customer service and teamwork. A self-motivated and hard-working individual. Reliable and driven, with strong time management and organizational skills.

EDUCATION

RUTGERS UNIVERSITY

Communications

New Brunswick, NJ

September 2016 – *anticipated* May 2021

RUTGERS CODING BOOTCAMP

Full stack Web Developer

New Brunswick, NJ

May 2020 – November 2020

EXPERIENCE

ACADEMY OF DANCE ARTS

Dance Instructor

Plainfield, NJ

September 2012 – May 2014

- Taught children three to five years old the essentials, as well as choreography, for both ballet and tap.
- Supervised students during their performances at the annual spring recital.

ZAPP FITNESS

Front Desk

Edison, NJ

March 2017 – Now

- Greeted club members upon entry.
- Organized and prepped supplies, such as bananas, peanut butter, protein, etc.
- Responsible for making protein shakes for club members.
- Answered phone calls.

SEASONS 52

Waitress

Edison, NJ

October 2019 – Now

- Greeted guests and familiarized guests with the menu and seasonal specials.
- Recorded guests' food and beverage orders.

VOLUNTEER

KEY CLUB

Member

Piscataway, NJ

September 2012 – September 2016

- Donated and ran in annual 5K.
- In charge of food stand at events such as the Future Business Leaders of America's basketball game, football games, and plays.
- Served at soup kitchen.

INTERNATIONAL CULTURAL CLUB ASSOCIATION

Member

Piscataway, NJ
September 2012 – September 2016

- Choreographed dances for annual ICCA performance.
- Planned and participated in Piscataway High School's Haunted House.

OUR LADY OF CZECHOVA YOUTH GROUP

Member/Treasurer/Dance Instructor

South Plainfield, NJ
June 2006 – Now

- Kept track of all money received and spent.
- Organized and participated in events such as the annual picnic, Easter egg hunt, and Vietnamese New Years.
- Choreographed and taught dance routines for annual Lunar New Year show.

SKILLS & CORE COMPETENCIES

- | | |
|--------------------------------------|--------------------------------|
| ● Communication skills | ● Time management skills |
| ● Planning and organizational skills | ● Flexibility and adaptability |
| ● Customer service oriented | ● Initiative |

REFERENCES

NIKKI TIEDGEN; (917) 539-9444; GENERAL MANAGER OF SEASONS 52
JON PUELEO; (908) 472-8955; OWNER OF ZAPP FITNESS