

# Linda Duong

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## OBJECTIVE

To obtain a challenging and interesting internship or part-time job in Computer Science as a Crypto-analyst, Programmer, or Web Developer that would allow for improved proficiency in programming languages as well as a solid foundation in problem solving and interpersonal skills

## EDUCATION

**Georgia Institute of Technology, Atlanta, GA**

Expected Graduation May 2024

Candidate for Bachelor of Science in Computer Science

**Cartersville High School, Cartersville, GA**

May 2020

- Academic GPA: **4.64/4.00**
- Graduated with Honors with Distinction

## PROJECTS

**Chapter of the Year, Cartersville, GA**

August - May 2020

*Tech Support and Lead Organizer*

- Divided tasks among other organizational officer, for example delegated the Reporter the task of posting on social media, Secretary delegated the task to document officer and chapter minutes/agenda
- Created a DropBox for all officers to upload documentation to receive points for Chapter of the Year
- Provided support with the interface of programs such as Microsoft Word, Excel Spreadsheet, Photo Formatting
- Ended up receiving Superior Level for the organization which is the highest level and rare to obtain

## LEADERSHIP

**Former FBLA officer**

2018 - 2020

Treasurer and Vice President

- Managed FBLA internal school spending account
- Responsible for accuracy in receipt writing for student payments, collections, deposits and withdrawals, following the Purchase Order Procedures of the Cartersville City School System
- Featured chapter on WBHF local radio to promote chapter goals
- Placed First at the Region Leadership Conference

**Star Manor Assisted Living**

2017 - 2018

*Student Volunteer in Essentials of Healthcare Course*

- Aided residents in planning out meal plans and created sessions for residents to do arts and crafts
- Met every Tuesday and Thursday and guided student volunteers in speaking with residents and going over safety protocols

## AWARDS

- Business Achievement Award in four levels : Future, Business, Leaders, Prestigious AMERICA award May 2020
- Certificate for Exhibiting Excellence in Academics: AP Spanish, AP Calculus BC, AP Calculus AB 2020
- Hugh O'Brian Youth Leadership Award (HOBY) for community initiative June 2018
- Nominated for Governor's Honors in Spanish Language & Semi-finalist March 2018

## SKILLS

- Proficient with computer software such as Microsoft suite of products (Excel, Word, PowerPoint)
- Bilingual (English and Vietnamese)

## WORK EXPERIENCE

**316 TG4 Ice Cream, Cartersville, GA**

Summer 2018

Shift Manager/Cashier

- Rolled ice cream, prepared drinks and ingredients for the day, kept track of inventory, and ensured that store operated smoothly and staff were on task