

# JUSTIN NGUYEN

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## EDUCATION

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**University of California, Berkeley**  
College of Letters and Science, Intended Business Administration

## PROFESSIONAL EXPERIENCE

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### **The Music Connection**, UC Berkeley

- Create and prepare individualized lesson plans to teach music theory and playing technique to a class of 10 local middle school students
- Communicate with program coordinators and parents to smoothly plan dates for lessons and recitals

### **MBA Admissions Office**, Haas School of Business

- Provide clerical assistance to the Admissions Office team
- Assist with data entry, application set-up, preparing materials for staff, and other administrative needs

### **Kumon Learning Center**

- Tutored 30+ students individually to develop and strengthen their skills in math and English through assessing learning styles of each student and then creatively adjusting tutoring style based on results
- Increased work efficiency by 25 percent by assisting instructor with grading, scheduling students, running class, and communicating with parents

## LEADERSHIP EXPERIENCE

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**Associated Student Body**, San Gabriel High School  
*Public Relations Committee Leader*

- Marketed 25+ school wide events through creative content promotion for all ASB events in an effort to increase school involvement
- Increased school participation and dance ticket sales by over 20 percent by strengthening online presence on all social media platforms including Facebook, Instagram, and Snapchat

### *Secretary*

- Recorded minutes during bi-weekly meetings held with 30+ club representatives to discuss ongoing initiatives and updates for the student body
- Collaborated with school administration to smoothly coordinate school and district wide events on behalf of 2500+ students

## SKILLS/HOBBIES

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Skills: Highly motivated and eager to learn new things, motivational and leadership skills

Hobbies: Traveling, Trying new food, Jet Skiing