

# Minh Nguyen

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## WORK EXPERIENCE

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### United States Marine Corp

August 2021 – June 2022

*Training Non-Commissioned Officer*

*Marine Corps Base Camp Lejeune, NC*

- Led, trained, and managed a platoon of 80 Marines, ensuring their proficiency in their MOS, physical and mental fitness, and punctuality for all duties.
- Utilized various computer applications, such as Microsoft Word and Excel, to set up and manage filing systems, maintain records, and keep information updated and organized.
- Oversaw the maintenance and safekeeping of 80 personal records containing counselings and paperwork vital to the Marines.
- Evaluated and determined required training, such as rifle or swim qualification, to fulfill mission readiness, and ensured timely completion of all required tasks.

### United States Marine Corp

May 2019 – August 2021

*3521 Automotive Maintenance Technician*

*Marine Corps Base Camp Lejeune, NC*

- Conducted skilled removal and installation of diesel engines, transmissions, and differentials while maintaining a constant focus on quality, accuracy, and timely completion of tasks.
- Demonstrated talent for diagnosing mechanical failures quickly and accurately, and effectively determining appropriate corrective actions.
- Conducted regular preventive and corrective maintenance on diesel trucks, including oil changes, lubrication, and tune-ups, to ensure safe and optimal vehicle performance.
- Trained and supervised new mechanics to increase repair accuracy, minimize lost time and ensure compliance with safety regulations.

## EDUCATION

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### Kean University

January 2023 – Present

*B.S. Information Technology - Cybersecurity*

*Union, NJ*

### Colonia High School

September 2013 – June 2017

*High School Diploma*

*Colonia, NJ*

## CERTIFICATIONS, SKILLS & INTERESTS

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### Certifications

- Automotive Maintenance Technician
- Refrigerant Recovery / Recycle Qualification

May 2019

March 2019

### Skills

- Proficient in Microsoft Office (Word, Excel)
- Strong Leadership, Time Management, Critical Thinking, Organizational, and Problem-Solving skills.