

# 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*

- Delegated the responsibility for guaranteeing a platoon of about 80 marines are at their appointed place of duty and on time, proficient in their MOS, and trained in physical and mental fitness.
- Used computers for various applications, such as word or excel processing, to set up and manage filing systems, record information, update paperwork, or maintain documents in order to stay organized and keep information up to date.
- Responsible for updating, maintaining, and safe-keeping of 80 personal records containing counselings and paperwork vital to the marines.
- Determined required training, such as rifle or swim qualification, and tasked it out to be completed in a set time to fulfill mission readiness.

### United States Marine Corp

May 2019 – August 2022

*3521 Automotive Maintenance Technician*

*Marine Corps Base Camp Lejeune, NC*

- Highly skilled and dependable with hands-on experience and excellent training to perform the removal and installation of a variety of diesel engines, transmissions, and differentials while maintaining constant dedication to quality, maximizing accuracy, and ensuring jobs were completed correctly the first time.
- Demonstrated talent for quickly and accurately diagnosing mechanical failures and determining corrective actions.
- Conducted preventive and corrective maintenance on diesel trucks such as oil changes, lubrications, and tune-ups in order to ensure vehicle's safety and is up to par in terms of performance.
- Entrusted with increased responsibility of leadership to train and supervise new mechanics using gained knowledge and experience to increase repair accuracy, minimize lost time, and ensure safety compliance.

## 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 May 2019
- Refrigerant Recovery / Recycle Qualification March 2019

### Skills

- Leadership, Time Management, Well-Organized, Critical Thinking, and Problem Solving Skills.