Nam Do

namdo1204@gmail.com
(520) 265-6455
Tucson, AZ

Professional Experience

Information Technology Student Worker
The University of Arizona James E. Rogers College of Law – Tucson, AZ
August 2018 – Present
- Resolved incoming user tickets coming in from ServiceNow, emails, and walk-in support.
- Maintained an inventory system on Trello for more than 300 college equipment.
- Configured computers and mobile devices from Windows to macOS for daily use by college employees.

JD-Next Student Worker
The University of Arizona James E. Rogers College of Law – Tucson, AZ
May 2022 – August 2022
- Provided technical support for students in the JD-Next courses.
- Created forms and automated emails using Qualtrics to collect students' information and feedback.
- Utilized Visual Basic for Applications in Excel and mail merge to format and send students' exam report.
- Drafted a website using Arizona Quickstart to hold Bar and Academics resources for Law students.

Student Worker
San Miguel High School Corporate Work Study Program – Tucson, AZ
August 2016 – May 2020

Worked at the following companies through this program:
O'Rielly Chevrolet – Tucson, AZ
August 2017 – May 2018
- Filed invoices for the accounting department.

Sun Tran – Tucson, AZ
August 2016 – May 2017
- Filed various employee records for the Human Resource department.
- Updated buses' incident records in Excel.

Education

The University of Arizona – Tucson, AZ

Bachelor of Science in Computer Science

Cumulative GPA: 4.0

Skills

Software Development
Proficient in: Java, Python, HTML/CSS, C++, Git
Experience with: C, C#, SQL, Bash, JavaScript, Visual Basic for Applications (Excel)

Programs and Services
Proficient in: Qualtrics
Experience with: Adobe Premier, WordPress