# Minh Nguyen

704-957-1092 | mnguye79@charlotte.edu | linkedin.com/in/minhmannguyen | github.com/nguyennminh

## EDUCATION

**University of North Carolina at Charlotte (GPA: 3.88)** — Charlotte, NC
*Bachelor of Science in Computer Science* — *Aug. 2023 – Present*

## TECHNICAL SKILLS

**Languages**: Java, Python, HTML, CSS
**Developer Tools/Frameworks**: Git, Github, Visual Studio Code, JUnit
**Certifications**: Introduction to CSS (SoloLearn), Introduction to HTML (SoloLearn)

## EXPERIENCE

**CCI Undergraduate Instructional Assistant** — August 2024 – Present
*University of North Carolina at Charlotte* — *Charlotte, NC*
- Conduct **2** weekly programming demonstrations with faculty peers, enhancing student understanding of Python concepts
- Create and refine diverse coding projects and problem sets per semester, contributing to comprehensive curriculum development
- Conduct **4** hours of weekly tutoring sessions for both one-on-one and group tutoring sessions, resulting in improved test scores and project outcomes
- Supervise **2** weekly lab sections, providing real-time assistance with Python programming concepts and improving code quality
- Collaborate and contribute to curriculum planning in weekly team meetings, proposing and implementing improvements to class structure and content delivery
- Oversaw **30** students and assigned student's assignments per week with 100 percent on-time completion, providing detailed feedback to enhance student learning

**Front Desk Representative** — June 2024 – August 2024
*Valentino Nail Bar* — *Charlotte, NC*
- Implemented a personalized greeting system for regular customers, enhancing customer satisfaction leading to an increase in positive reviews
- Redesigned reception area layout, improving customer flow and reducing overall wait times
- Handled an average of **10** customer inquires daily, maintaining a 98 percent accuracy rate in information provision and resolving issues on first contact
- Optimized appointment scheduling system, reducing booking errors and increasing daily appointments
- Managed an average of **50** daily transactions with high accuracy, experience in handling cash and card payments

**Production Worker** — June 2021 – August 2021
*QEMS Inc.* — *Rock Hill, SC*
- Conduct quality inspections on multiple products daily, maintaining a high accuracy rate and reducing defect rate
- Executed diverse production tasks daily in adherence to standard operating procedures, improving overall team efficiency
- Packaged a multitude of products per shift with zero errors, contributing to the improvement of shipping readiness
- Identified and reported defects during quality inspect to prevent an increase in customer returns
- Applied liquid coating to sensitive circuit boards daily with high precision, reducing damage-related waste
- Assembled a multitude of complex circuit boards per shift and overall reducing failed quality checks
- Safely unloaded and handled numerous amounts of sensitive materials daily, marinating a zero-damage record

## PROJECTS

**Portfolio Website** | *HTML, CSS* — September 2024 – Present
- Designed and developed personal portfolio website that HTML and CSS to showcase web development skills
- Implemented an active navigation bar and smooth scroll animation for navigation between sections

## AWARDS

**Honors**: Dean's List: Spring 2024, Chancellors List's: Fall 2024