

Namphuong Thai Nguyen



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Objective

To obtain a lab internship opportunity that will benefit me overall in the future by enhancing my lab etiquette, improving my knowledge on lab equipment, acknowledging the importance of teamwork, and balancing proper responsibility as an individual worker.

Experience

Sixth College Orientation Team | Orientation Leader | April 2018 – Present

- **Public Speaking** – I am responsible for leading a group of incoming students on activities that introduces students to the community that University of California, San Diego offers.
- **Resourceful** – I am responsible for educating and providing valuable knowledge regarding the resources that the University of California, San Diego offers to each student. Resources include but are not limited to readily available tutoring services conducted by the Office of Academic Support and Instructional Services, Student Health Services, and Counseling and Psychological Services.

Academic Integrity Office | Proctor | January 2018 – Present

- **Responsible** – I assume responsibility for showing up at designated time and location for each exam assigned to me and staying for the length of the committed time. I also maintain the confidentiality and security of student information, safeguard and maintain the integrity of exam materials and the exam environment, and complete a report after each proctoring event.
- **Integrity** – I employ best academic integrity practices while proctoring, reporting to the Instructor any observed behaviors that may be violating integrity.

Sixth College Front Desk | Receptionist | June 2017 – Present

- **Phone Calls** – I frequently answer questions regarding the college itself from students.
- **Scheduling** – I am responsible for scheduling when students meet with an academic advisor.
- **Scanning** – I am responsible for scanning documents when the Academic Advising or Student Affairs Department requests for digital file conversion.
- **Communication** – I am required to be communicating thoroughly with those that I work with, like the Academic Advising, Student Affairs, or Counseling and Psychological Services (CAPS) branch.

Office Depot | Cashier Sales Consultant | July 2016 – September 2016, December 2016 - January 2017

- **Care Packaging** – I bagged and handled products carefully with respect for my customers.
- **Customer Satisfaction** – I was responsible for ensuring customers are satisfied with my care throughout their shopping experience.
- **Accurate** – I was responsible for informing customers where and item is, and how it may be used, scanning and inputting correct quantities of items, and giving correct amounts of change or cash back, when needed.

Education

Chaparral High School | Graduated on June 2nd, 2016

GPA – 4.5

Noteworthy Advance Placement Classes – Biology, Calculus AB/BC, Chemistry, Computer Science, and Psychology

University of California, San Diego | Second Year | Expected Graduation in June 2020

Intended Major – Biochemistry and Cell Biology Major

Noteworthy Courses – Introductory Biology Lecture and Lab, General Chemistry Lecture and Lab, Organic Chemistry, and Genetics