**Trang N. Truong**

Seattle WA, 98144 • 425-209-8033 • ntrangtruong@gmail.com

**RELEVANT SKILLS**

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| --- |
| * Professionalism |
| * Organized |
| * Attentiveness |
| * Multitasking |

**EXPERIENCE**

**The Proshop** Seattle, WA 03/2014 – Present

*Sales Associate*

* Consistently able to gauge and meet the needs of the customer.
* Greeted, assisted and directed guests, workers, visitors and the general public
* Maintained a sufficient record of office supplies/ship products out to customers

**ARK LODGE CINEMAS,** Seattle, WA 04/2013 – 12/2015

Lead Floor Staff

* Make certain guest service is friendly, helpful and fast
* Maintain facilities that are clean, safe and in good repair
* Provide an experience that is comfortable, distraction-free and picture-perfect
* Control access to theatre by greeting, directing guests and tearing tickets
* Enforce ratings to keep underage guests from accessing auditoriums with adult content

**EDUCATION**

**Year Up,** Seattle, WA 03/2020 – 03/2021

*Year Up is an intensive, competitive technical training and career development program with 250 corporate partners, graduating 4,000 students annually across 19 cities. The program includes college-level courses, professional training, and a six-month internship.*

* Completed coursework in Project Coordination, Web Development, Network System Admin, IT Helpdesk, Professional Skills, and Business Communications, with specialized training in L&D Track, including Track Courses and Skills
* Extra Responsibilities/Duties/Committees, e.g. Student Outreach Committee, Student

Ambassador

**Franklin High School,** Seattle WA, 09/2010-06/2014

* High School Diploma
* GPA, 3.0

**Bellevue College, Bellevue**, WA 12/2017-06/2018

**LANGUAGE**

Vietnamese – Level of Fluency (elementary proficiency)