

PETER NGUYEN

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EDUCATION

CUNY BROOKLYN COLLEGE, Brooklyn, NY
B.S., Computer Science, GPA: 3.288

September 2015
Awarded

TECHNICAL SKILLS

- **Languages:** Java, C++, C#, HTML5, CSS3, PHP, SQL, Ruby, JavaScript, jQuery, Intel Based Assembly Language
- **Applications:** Microsoft Office Suite, Eclipse, Code Blocks, MAMP, XAMPP, Sublime Text, Atom, AptanaStudio3
- **Operating Systems:** Mac OS X, Windows, Unix
- **Database Systems:** SQL Server, Oracle, MySQL

EXPERIENCE

ACHIEVEMENT FIRST PUBLIC CHARTER SCHOOLS, New York, NY
Information Technology Intern

June 2014 – August 2014

- Integral member of IT support team that provided technical assistance within network public charter schools
- Coordinated restoration of over 2500 school, staff and student laptops and desktop computers
- Integrated full wireless network infrastructure development
- Provided troubleshoot and end user support
- Installed and upgraded various operating systems, software applications, virus protection and application eradication
- Provided network printer support and network access
- Performed minor equipment repairs and arranged for servicing needs

LA PALESTRA, New York, NY
Front Desk Administrator

November 2013 – June 2014

- Provided administrative and technical assistance to guests and staff members
- Welcomed visitors and managed all incoming phone calls and emails
- Administered client-trainer scheduling with utilization of EZFacility software program
- Resolved technical issues including troubleshooting internet connection, various software support, and network diagnostic
- Installed software updates and virus protection on all staff member computers
- Prepared and reviewed membership renewal and cancellation requests
- Inputted new client information and updated client accounts
- Reported malfunctioning equipment and submitted work order tickets

SUCCESS ACADEMY CHARTER SCHOOLS, New York, NY
Information and Communications Technology (ICT) Intern

June 2013 – August 2013

- Administered rehabilitation of over 2000 school, staff and student technology equipment
- Co-coordinated renewal of wireless network infrastructure of 22 charter schools within NYC
- Facilitated computer technology training sessions for all new and returning staff

LEADERSHIP AND HONORS

- **Fellow, New York Needs You (2012 – 2014):** Selected from an applicant pool of over 500 first-generation college students in New York to serve in a competitive 2-year career development and leadership training program
- **Mentor/Tutor, Immigrant Social Services Organization (2008 – 2011):** Mentored, tutored and supervised elementary school children for an after school program

ADDITIONAL

- **Languages:** Vietnamese (fluent)
- **Certifications:** CPR/AED, Lifeguard, Shallow-Water Lifeguard
- **Volunteer Activities:** Mathematics tutor, Relay for Life participant (4 years), Comstock KidFest volunteer (3 years), Immigrant Social Services mentor (3 years), Spartan Race participant (2 years)