

# Quynh Tran

PART TIME

## Details

Boulder  
United States of America  
7192168998  
[tuquynhtran01@gmail.com](mailto:tuquynhtran01@gmail.com)

## Links

[Linkedin](#)

## Skills

- Fast Learner
- Customer Service
- Communication
- Ability to Work Under Pressure
- Problem Solving
- Adaptability
- Ability to Work in a Team
- Creativity

## Languages

- Vietnamese
- English

## Profile

Pursuing a degree in Creative Technology & Design at the University of Colorado Boulder, with experience in a digital designing internship, tutoring, and volunteering in a non-profit organization. A hardworking College Student seeking employment and dedicated Customer Service Representative dedicated to providing quality care for ultimate customer satisfaction.

## Education

**Bachelor of Science - BS Creative Technology & Design, University of Colorado at Boulder, Boulder**

AUGUST 2020 – PRESENT

## Internships

**Intern, TWO group, Ho Chi Minh City**

APRIL 2021 – AUGUST 2021

- Served as a dedicated and supportive Intern in a fast-paced environment.
- Provided office employees with continual support.
- Worked to remain punctual, reliable, and flexible.
- Adept in diagnostic testing and troubleshooting.

**Business Development Internship, Flytastic, Ho Chi Minh City**

AUGUST 2021 – JANUARY 2022

- Respond and resolve customer inquiries, requests, and concerns
- Reviewing accounts for general approval, and ensuring that the requirements are met
- Increase customer satisfaction by providing friendly and professional customer support
- Coordinated mailings, marketing materials, and website content.
- Helped to increase customer return rates by providing excellent customer service at all times.

## Extra-curricular activities

**JrROTC, Colorado Springs**

AUGUST 2016 – AUGUST 2019

- Position
  - Cadet/ Airman 1st Class (2016-2017),
  - Cadet/ Senior Airman (2017-2018)
  - Cadet/ Staff Sergeant (2018-2019)

**U17 City Basketball Tournament, Ho Chi Minh U17 Women's Basketball, Ho Chi Minh City**

JUNE 2017 – JULY 2017

- Assisted the Head Coach with all tasks and implementation of drills.
- Provided translation services in a variety of settings.

## References

**Hoang Phuong Vu from Flytastic**

[flytastics@ulab.vn](mailto:flytastics@ulab.vn) | +84 93 276 03 76