

# Tina Nguyen

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## OBJECTIVE

To obtain a position using my computer and communication skills

## EDUCATION

### Madison Area Technical College

June 2015

Business Computing Specialist certificate

Dean's List, four semesters

President, Community Service Club

## EXPERIENCE

### Office Assistant (part-time) | The Robinson Company

September 2014 - Present

Data entry and report generation using company spreadsheets and databases

## SKILLS & ABILITIES

- ☐ Proficiency using Word, Excel, and Access (completed advanced courses in Microsoft Office programs)
- ☐ Excellent written and verbal communications (completed courses in Business Communications, PowerPoint, and Speech)