



Dat Bui

Date of birth: February 14, 1999

Phone: 281-777-2232

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EDUCATION

Houston Community College

Jan 2018 - Dec 2019

Major: Computer Science

University Of Houston

Jan 2023 - Present

Major: Computer Science

WORK EXPERIENCE

Scott K Bui and Associates

05/2019 - 08/2019

Office Assistant

- Answer three-line phone system and direct calls as required
 - Schedule travel arrangements and set up appointments for attorneys as well as clients
 - Maintain office supply inventory, retrieve documents and files when requested, read and route incoming mail and process outgoing mail.
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CERTIFICATIONS

Ielts 6.5

Feb 2017

HONORS & AWARDS

HCC Dean's honor list

Spring 2019

HCC Dean's honor list

Spring 2018

SKILLS

Computer

Microsoft Office, Google products
