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 androute incoming mail and process outgoing mail.

CERTIFICATIONS

Ielts 6.5   Feb 2017

HONORS & AWARDS

HCC Dean's honor list   Spring 2019

HCC Dean's honor list   Spring 2018

SKILLS

Programing skill   C++, Javascript, CSS ,HTML, Flask