

Thuc-Nhu Vu

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thucnhu@gmail.com
469.964.6439
www.linkedin.com/in/thucnhu
thuc-nhu.github.io
Seattle, Washington

Personal Statement

Highly organized, results-oriented collaborator with a passion for breaking down complex topics into accurate and easily understandable content for diverse groups. Adept at building relationships that work towards diversity, conflict-resolution, and accomplishing change. Experienced in educational development, curriculum design, and customizing course curricula. Proven track record for identifying target audiences and improving processes and programs. Thrives in a fast-paced environment with a balance of collaboration and independence.

Education

Bachelor of Science, Computer Science
University of Dallas/Dallas, Texas

Master of Arts, Teaching
University of Portland/Portland, Oregon

Skills

Technical Skills

Microsoft Suite | Adobe Creative Suite | Google Suite | Trello | Git | GitHub | Python | HTML | CSS | Markdown

Written Skills

Exceptional command of written and spoken English.

Soft Skills

Analytical thinker with strong program management and intrapersonal skills. Excellent at multi-tasking, time-management, and meeting deadlines.

Work Experience

St. Joseph School

Teacher, Yearbook Advisor, Diversity and Inclusion Committee Member
2017-Present

St. Bernadette School

Teacher
2013-2017

- Authored and edited documents with ad hoc data analysis and reporting to assess and align performance to organizational goals
- Created and delivered high-impact presentations both in person and digitally using multiple technology platforms, including the Microsoft and Google Suite
- Develop an implemented curriculum with maximum efficacy and 80% increased comprehension
- Conducted performance gap analysis to assess and prioritize performance issues based on organizational goals
- Planned trainings that resulted in measurable performance improvements
- Developed long-term strategies for curriculum and infrastructure to meet programming needs
- Interviewed and onboarded staff, completing performance evaluations
- Produced and delivered Train the Trainer materials for career development
- Documented various data points with extreme accuracy for strict compliance records
- Managed multiple projects simultaneously, ensuring performance, quality, strategy, and timelines are achieved
- Functioned as a team lead with the department

- Planned, coordinated, and executed annual events for over 100 attendees per event, including vendor management, marketing promotion, and event itineraries
- Performed one-on-one coaching that required customized training tailored to individual learning
- Produced and edited annual yearbook showcasing organization's achievements and highlights using online editing tools and Adobe Creative Suite