

Nam Nguyen
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Objective

To obtain an internship position that allows me to gain hands on experience in computer information systems.

Education

Arizona State University, W. P. Carey School of Business
Bachelor of Science in Computer Information Systems (CIS)
Expected, December 2014

Relevant Courses:

- CIS340: Business Information System Development I
- CIS345: Business Information System Development II
- CIS360: Business Database Concepts
- CIS425: Electronic Commerce Strategy
- CIS430: Networks/Distributed Systems
- CIS440: Systems Design/Electronic Commerce

Additional Elective Courses:

- ACC444: Enterprise Process Analysis and Design
- LES305: Legal, Ethical, and Regulatory Issues in Business
- MKT300: Marketing and Business Performance
- MGT300: Organization and Management Leadership
- FIN300: Fundamentals of Finance
- SCM463: Global Supply Chain Management

Professional Experiences

BROKENTIER – Customer Support and Inventory Manager 01/2014 to 08/2014

I was a part of a t-shirt company that distributes shirts globally using an online e-commerce computer system for people of all ages.

- Managed customer relationship through emailing to answer all customer inquiries about product availability and order status.
- Resolved any order inconsistencies with ordering and shipping through an invoice and packing slip system.
- Conduct weekly physical inventory to reconcile an accurate amount of products.

INTERNAL MEDICINE CONSULTANTS, LLC – Student Assistant 05/2013 to 07/2013

I was a part of a healthcare team that provided care to the elderly in six different assisted living and long-term care facilities throughout the Phoenix area.

- Created a Word template that captured patient health information to help the doctor be more efficient. The Word document contained: history and physical, medical history, social and family history, allergies, laboratory, assessment, and plan.

- Gathered patient vitals, reviewed patient lab orders, highlighted abnormal results, and summarized patient information into the Word template for the doctor prior to him seeing his patients.
- Managed the doctor's daily activities based on the number of patients that needed to be seen that day based on the patients' medical condition(s) and when they were last seen.

TD FURNITURE – Sales Associate

05/2011 to 07/2013

I was part of a small team that provided service and sales assistance to customers that were purchasing furniture.

- Helped customers with product inquiry, purchase orders, financing, and delivery.
- Maintained an accurate inventory by using an in-house Excel tracking system.
- Worked with vendors to make sure that orders were correctly fulfilled and were delivered on time.

BANNER GATEWAY HOSPITAL – Volunteer

08/2008 to 05/2010

I was part of the team who transported patients and lab samples to the correct location of service.

- Transported wheel-chair bound patients who had been discharged from the hospital and those who required assistance moving throughout the hospital.
- Safely carried critical patient biopsies and blood work to the laboratory for analyzing.

Leadership Experiences

Vietnamese Student Association (VSA)

08/2010 to 05/2014

As the President, I led the VSA team to win the Club of the Year award sponsored by the Asian/Asian Pacific American Students' Coalition (AAPASC). Additionally, I was awarded the AAPASC's Most Helpful Member of the Year award.

Vietnamese American Coalition of Arizona (VACAZ)

02/2011 to Present

As the Vice President of External Affairs, I increased awareness among college students to actively participate in the Vietnamese community. I organized an anniversary event for VACAZ which was attended by over 100 members.

Skill Summary

- I can speak fluently in Vietnamese and English. I studied Spanish for 3 years.
- I am an experienced user of Microsoft Office (Word, PowerPoint, Excel, Access).
- I am familiar with using C#, HTML, and SQL.

References

1. Paul Kugler: pk@brokentier.com
2. Tom Nguyen, MD: diepthanh@gmail.com
3. Kevin Dang, PhD: Kkdang2003@gmail.com