

EDUCATION

- *James Madison University, Harrisonburg, Virginia, United States*
Major GPA: 3.46 GPA: 3.39
Bachelor of Science (B.S.), May 2019
 - Major: **Media Arts and Design**, Concentration: **Interactive Design**
 - Minor: **Computer Information Systems****Dean's List: 3 Semesters**

WORK EXPERIENCE

- Capture/Proposal Intern IV**, Chantilly VA June 2018 – August 2018
General Dynamics Information Technology (Formerly CSRA Inc.)
- Helped in crafting and writing winning Business/Information Technology/Healthcare proposals.
 - Applied Spreadsheet and SharePoint skills to update, transfer, and tag previous use write ups from the past performance library.
 - Assisted the proposal team to enhance proposal responses by populating proof points and data collateral in the Supporting Materials site using SharePoint
 - Worked closely with a mentor in the company that guided me through everyday tasks.
- Micro-Computing Lab Manager**, Harrisonburg VA April 2017 – Present
James Madison University Computer Lab Operation Services
- Promoted from Consultant to Manager position
 - Provide supervision and training to 30+ Student Assistants regarding software, hardware, and lab procedures
 - Develop policies and procedures to ensure efficient lab operations
 - Coordinate and perform software installations
- Micro-Computing Lab Consultant**, Harrisonburg VA August 2015 – April 2017
James Madison University Computer Lab Operation Services
- Assisted Students on the daily with basic IT problems.
 - Monitor nine student computer labs with separate operating systems and software.
 - Enforce lab policy and aid students with various computer and printer issues.
- Media Production Services Student Consultant**, Harrisonburg VA August 2016 – May 2018
James Madison University Center for Instructional Technology
- Conduct video production shoots, lecture shoots, etc.
 - Editing videos/photos using different professional programs including but not limited to Adobe Suite, Final Cut Pro, and iMovie
 - Transcoding video from VCR tapes, and DVDs, to modern day to Campus streaming site.

LEADERSHIP & ACADEMIC INVOLVEMENT

- Public Relations Chair** March 2017 – April 2018
Filipino Americans at Madison
- Was on a team with 11 other members and established its first Philanthropy raising over \$1,000 within its first few months
 - Facilitate advertising and marketing ideas & create social media event graphics and videography on FAM events.
 - Manage four social media platforms and design an organizational website via HTML & CSS.
 - Collaborate with FAM Culture chair to delegate tasks to backstage design committee (10-15 people).
- Member**
- James Madison University Club Track and Field* September 2015 – Present
James Madison University Fitness Club November 2017 – Present
Vietnamese Student Association September 2015 – Present

AWARDS

- Deloitte Digital Design Challenge October 2018
 - 2nd Place

SKILLS/CERTIFICATIONS

- Programming Languages
 - Advance in HTML5/CSS6, Proficient in JavaScript, JQuery, APIs
- Design Software
 - Highly proficient in Adobe Creative Suite, Visio, Axure RP
- Soft Skills
 - Collaboration, Time Management, Adaptability, Creativity

