

Winston Riengxay

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Education

Louisiana State University (LSU), Baton Rouge, LA

Expected graduation: May 2022

Bachelor of Science, Information Systems and Decision Sciences

Objective

Devoted, motivated individual seeking a position with an opportunity for professional challenges in the field of Business Analysis.

Work Experience

Diversity and Access Representative

August 2019-Present

Admissions Department, LSU, Baton Rouge, LA

- Assisting with events for recruiting historically underrepresented students at LSU via phone, email, and in person.
- Lead campus tours and aiding in the success of campus events.
- Co-led multiple projects recruiting students of underrepresented backgrounds.

Runner/Courier

Summer 2017, 2020

McNary Nursery, McNary, LA

- Maintaining files and records so they remain updated and easily accessible.
- Made daily bank deposits and distributing daily packages across.
- Serving as the first point of contact for customers seeking technical assistance over the phone or email.

Organizations and Extracurriculars

Vietnamese Student Association (Secretary)

Fall 2020-Present

- Partner with creative, public relations, and financial teams to grow member retention.
- Track and analyze performance of events.
- Assist with list management of member data within Excel to include event attendance, new subscriber uploads, and managing member retention.

Multicultural Overnight Program (Co-Coordinator)

Spring 2020

- Performed Clerical and administrative support tasks, including creation, and communications.
- Served as a central point of contact between students, faculty, and staff involved in the program.
- Assist with developing plans for recruiting new students to ensure their commitment.

3rd Place Distinction, Chevron Case Competition

Fall 2020

- Enrolled in an independent study course with the purpose of having a hands-on opportunity to apply real estate fundamentals to a case competition.
- Developed plans related to retail use, parking, foot traffic and financing with a team of four students.
- Presented plans to increase diversity judging panel made up of chevron development professionals.

Skills/Honors/Activities

Skills: Adaptability, Microsoft Excel, Microsoft PowerPoint, Operating QuickBooks, Public Speaking, SQL, Understanding of Python and HTML

Honors: Lavar K. James Book Award Recipient, Taylor Opportunity Program for Students (TOPS) Recipient

Activities: Vietnamese Student Association (VSA), Association of Information Technology Professionals