

**Availability:****Job Type:** Permanent, Recent Graduates**Work Schedule:** Full-Time

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**Work Experience:****XXX - International Student Council**PO Box  
Pm, WA 99999 United States**08/2019 - Present****Hours per week:** 10**Information Technology Officer****Duties, Accomplishments and Related Skills:**

**PROVIDE TECHNICAL SUPPORT AND TROUBLESHOOTING:** Effectively communicate with officers of the International Students Council (ISC) and 20 registered student organizations (RSOs) about technical support for events, programs, and meetings when needed. Identify IT problems and troubleshoot them promptly. Make recommendations on the best solutions available.

**MANAGE AND OPERATE ISC's website, Cougsync page, and sometimes social media outlets.** Organize and update important information and contents in a timely manner.

**SUPPORT MARKETING TEAM:** Assist public relation and programming officers with all promotional materials such as designing flyers, distributing flyers, and advising on content creation. Responds to marketing team's requests and questions appropriately.

**RESPOND TO QUESTIONS AND INQUIRIES:** Answer questions from RSO members and assist other officers with tasks during office hours. Provide relevant information and recommendations about upcoming events and requirements to RSO members. Resolve or document inquiries from RSOs.

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**XXX - Southside Cafeteria**PO Box  
Pm, WA 99999 United States**08/2018 - Present****Salary:** 1.00 USD Bi-weekly**Hours per week:** 9**Food Service Worker****Duties, Accomplishments and Related Skills:**

**PROVIDE EXCELLENT CUSTOMER SERVICE:** Answer customers' questions and inquiries concerning menu selections in a friendly manner. Assist customers with special requests and provide relevant food nutrition information. Address customers' complaints and concerns.

**PRACTICE SAFE FOOD HANDLING:** Apply safe handling of equipment and food. Employ proper use, cleaning, and caring for equipment tools complying with recommended safety procedures. Monitor and follow standard cleanliness and sanitation procedures. Prepare all foods as assigned, using the approved recipe according to the food production records.

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**XXX - Department of Mathematics and Statistics**PO Box  
Pm, WA 99999 United States**08/2019 - 12/2019****Salary:** 1.00 USD Bi-weekly**Hours per week:** 10**Math 202 Grader****Duties, Accomplishments and Related Skills:**

**HELP STUDENTS WITH HOMEWORK QUESTIONS:** Explain homework questions in a creative and simple way. Guide students with different levels of math skills to solve their homework problems using multiple tutoring techniques acquired from the math learning center at Washington State University.

**EXPLAIN MATHEMATIC CONCEPTS AND APPLICATION:** Identify where students are having problems. Provide clear and concise explanations to students on different math subjects during weekly office hours. Analyze students' responses and offer them advices and recommendations on how to

improve their understandings and solve the problems effectively.

**DEVELOP RELATIONSHIP WITH STUDENTS:** Actively interact with students to understand their situations and struggles to assess the best method to help them with their math problems. Establish an open and friendly environment where students can comfortably seek for helps and ask questions by listening to them, paying attention to their nonverbal cues, and showing empathy.

**GRADING QUIZZES AND IN-CLASS EXERCISES:** Grade quizzes and exercises from over 80 students every week. Identify errors and incorrect answers quickly and correctly. Assign fair and appropriate scores to each question consistently. Provide comments on any wrong answers. Accurately record and update grades to the online system.

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**XXX - International Center, International Programs**

PO Box  
Pm, WA 99999 United States

**05/2019 - 08/2019**

**Hours per week:** 10

**Marketing Intern**

**Duties, Accomplishments and Related Skills:**

**COLLABORATE WITH OTHER INTERNS:** Work closely with other interns from event planning and programming group, friends and family group, and other groups to advertise multiple events and programs offering to the international community. Perform tasks in accordance with marketing plans in an effectively and timely manner.

**DESIGN FLYERS:** Create marketing flyers using Adobe Photoshop and Adobe Illustrator. Collect and consult other staffs on design ideas and recommendations. Complete over 30 different flyer designs during the internship. Plan and create 16 different flyer templates for meditation program.

**EXECUTE AND IMPLEMENT MARKETING PLAN:** Incorporate multimedia applications in the international center's promotion such as utilizing digital signage system at the university to advertise upcoming events. Distribute flyers to many places around campus quickly. Ensure all promotional and outreach efforts meet the university's rules and regulations.

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**Walmart**

1400 XXX  
Lw, WA 99999 United States

**03/2017 - 08/2018**

**Salary:** 1.00 USD Bi-weekly

**Hours per week:** 16

**Cashier**

**Duties, Accomplishments and Related Skills:**

**OPERATE CASH REGISTER:** Responsibilities include scanning items, processing payments, applying coupons, providing change. Maintain a clean and orderly checkout area. Follow proper procedures and the company's guidelines. Train newly hired cashiers.

**PROVIDE GREAT CUSTOMER SERVICE:** Answer customers' questions and provides information on procedures and/or policies. Handle customers' issues that may arise. Perform different tasks and prioritize demands while providing timely, courteous service to satisfy customers' needs. Develop and maintain working relationships effectively with other employees at all levels to encourage the sharing of knowledge, teamwork and positive morale.

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**Walmart**

1400  
Lw, WA 99999 United States

**03/2017 - 08/2017**

**Salary:** 1.00 USD Bi-weekly

**Hours per week:** 16

**Pharmacy Assistant**

**Duties, Accomplishments and Related Skills:**

**SUPPORT GENERAL OPERATION:** Process freight within the allowed time period. Stock and label newly delivered over-the-counter medicines. Manage, organize, update inventory of medicines and supplies in the backroom.

**ASSIST CUSTOMERS:** Work with customers to answer customers' questions. Respond to simple patient queries and direct them to pharmacists for clarification on issues concerning drug information and interaction.

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**Education:**

**XXX Pm, WA United States**

Some College Coursework Completed 05/2020

**GPA:** 3.84 of a maximum 4.0

**Credits Earned:** 127 Semester hours

**Major:** Accounting and Management Information System

**Relevant Coursework, Licenses and Certifications:**

**COURSEWORK:**

- Enterprise Business Process Analysis: The role of the systems analyst, and the application of systems analysis and design.
- Enterprise Business Development: Using technology-based app solutions to solve business problems. Developing simple to moderately complex web-based applications utilizing Visual Studio, the Visual Basic.NET (VB.NET) language, SQL Server databases, and the SQL language.
- Information Technology Infrastructure and Security: An introduction to the area of designing, managing, installing, configuring, and securing corporate information technology infrastructures.
- Global E-Commerce (In-progress): An overview of e-commerce and various online business models that leverage information systems to create value
- Data Management (In-progress): An introduction to the area of database management. The course primarily attempts to familiarize students with the principles that govern the analysis, design, and implementation of database systems.
- Introduction to Computer Programming (In-progress): Elementary algorithmic problem solving, computational models, sequential, iterative and conditional operations, parameterized procedures, array and list structures and basic efficiency analysis.
- Introduction to Data Analytics (In-progress): An introduction to the emerging and exciting field of Data Analytics/Data Science, a field at the nexus of statistics, computing, artificial intelligence and domain expertise.

**CERTIFICATIONS:**

- Microsoft Office Specialist

**XXX Lw, WA United States**

Associate's Degree 06/2017

**GPA:** 3.91 of a maximum 4.0

**Credits Earned:** 70 Quarter hours

**Language Skills:**

Language	Spoken	Written	Read
Vietnamese-Saigon	Advanced	Advanced	Advanced

**Affiliations:**

Vietnamese Student Association - Member

**Additional Information:**

**AWARDS:**

- Academic Achievement Diversity 3
- Academic Achievement Diversity 4
- William and Patricia Ward Endorsement
- Marshall Ken and Dorene Endorsement
- Clair Siler Smith Scholarship
- Dean's List (5 semesters)

**SKILLS:**

- Working knowledge of SQL, Python, Visual Basic, Wireshark, Zenmap, RSA Netwiness Investigator.
- Proficient in Adobe Photoshop, Adobe Lightroom, Adobe Premier Pro