Anh T. Nguyen

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Morgan Hall South, 1603 North Broad street| Philadelphia | PA | 19122 | tel: 617-416-7698

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems (MIS)
GPA: **3.95/4.00** | Dean's list: Fall 2016 - Present

ACTIVITIES & AWARDS:

- Member, Children's International Summer Villages & Leader of Youth Meeting Minicamp, June 2017 - Present
- Award Recipient, Excellence in Providing Administrative Support, Temple University Housing & Residential Life, 3rd May 2017
- Volunteer at National Hospital of Acupuncture, Hanoi, Vietnam, June 2015 – August 2015

INFORMATION TECHNOLOGY SKILLS:

- Analytics: R, Excel, Tableau
- Database Management: MySQL
- Web Development: HTML, CSS, PHP

EXPERIENCE:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA   August 2018 - Present
Information Technology Assistant, Management Information Systems Department
- Assist 35 students in Data Analytics class with the main concepts of ERD, SQL, R, and Excel.
- Hold office hours to support students with questions or concerns regarding the class materials if needed.
- Take part in grading students' in-class activities, assignments, and exams.

TEMPLE UNIVERISTY, Philadelphia, PA   August 2017 - Present
Resident Assistant, Temple University Housing & Residential Life
- Facilitate the best possible operation of Morgan Hall South for roughly 76 students of the Fox School of Business LLC.
- Work closely with other professional staff members to develop a residential environment conductive to students' academic success and personal growth by creating programs, activities, and encouraging community members to participate.
- Participate in Learning Living Community (LLC) and hall meetings with administrative staffs every week to follow up all programing requirements, move-in/out information, discuss and address all residents' issues.

TEMPLE UNIVERISTY, Philadelphia, PA   January 2017 - Present
Computer Lab Consultant, Information Technology Services Department
- Provide technical supports for faculty and students at The TECH Center with 700 computers, 13 breakout rooms, 5 specialized printers, 3 recording booths, and a multimedia studio.
- Monitor The TECH Center user activities to ensure and maintain computer lab area is safe, clean, and organized.
- Inform managers about computer lab equipment's condition and users' concerns.

LANGUAGES:

- English (Professional Proficiency), Vietnamese (Fluent)