

## DONS NGUYEN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2015*  
*Major: Human Resources Management*

### WORK EXPERIENCE:

GIANT FOOD STORE, Blue Bell, PA June 2012 – July 2013  
**Deli Associate**

- Prepare, slice, weight, price, and merchandise deli department products.
- Assist increase sales with promotional free samples and additional items.
- Execute effective communication to build close relationship with customers.

TEMPLE UNIVERSITY, Philadelphia, PA January 2013 – May 2013  
**Emerging Scholar Internship Preceptor; Russell Conwell Center**

- Supervised and facilitated workshops, trainings, and scheduled meetings with interns for maximum professional and personal growth.
- Provided interns with a weekly orientation concerning relevant organizational policies, procedures, and functions.
- Oversaw interns' weekly progress through the curriculum of the program (professional development, academic enrichment, and ambassador duties).

TEMPLE UNIVERSITY, Philadelphia, PA September 2011 – May 2012  
**PDW Student Intern; Russell Conwell Center, ACT 101 Department**

- Updated and input database information into spreadsheets for a 34 member tutoring staff.
- Assisted in developing online workshop tutorials for department's website.
- Worked closely with Tutoring Director to analyze new effective techniques and methods for tutoring staff.

### LEADERSHIP INITIATIVE:

BETA PI PHI FRATERNITY INC., Temple University January 2013 – Present  
**Community Service Chair**

- Act as a liaison between Beta Pi Phi Fraternity Inc. and Asian/American community organizations on and off Temple University's campus.
- Research and organize community service/volunteer events in the Philadelphia area.
- Communicate and work closely with organizations and charities on and off Temple University's campus.

TEMPLE UNIVERSITY, Philadelphia, PA January 2013 – Present  
**Student Ambassador; Russell Conwell Center**

- Prepare and relay information to potential student population of 237.
- Assist administration staff with secretarial/administrative assignments.
- Input prospective student information into database using Microsoft Excel.

### COMPUTER EXPERIENCE:

- Microsoft Office (Word, Excel, Power Point)