

# DUNG NGUYEN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: Fall 2016**  
**Major: Accounting** | Total expected credits: 150  
MINOR: Management Information Systems  
GPA: 3.51  
*Selected Courses:*

Marketing Management	Macroeconomics Principals
Business Statistics	Information System in Organization
Financial Management	Leadership and organizational Management

ACTIVITIES: Member, Asian Students Association, Spring 2013 - Present  
Member, Pan-Asian Leaders in Finance and Accounting, Spring 2013 - Present

EXPERIENCE: NAIL BAR, Philadelphia, PA Summer 2012 - Present  
**Assistant Manager**

- Supervise daily operations with 100+ customer per day, nails salon specializing in nail care
- Process cash and credit payments, averaging \$1500 in daily sales
- Translate customer needs into Vietnamese for the nail technicians, and resolve customer concerns

BACH DAT, Philadelphia, PA May 2011 - May 2012  
**Server**

- Provided customer service for 100 seat, restaurant specializing in Chinese-Vietnamese cuisine
- Served as host when needed including working with customers on catering events, seating arrangements and special dietary restrictions
- Replenished supplies/condiments at zoned serving stations

SKILLS & LANGUAGES:

- Microsoft Office Word, PowerPoint
- Vietnamese – Native Speaker