

Eileen Nguyen

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2019
MAJOR: Management Information Systems

SELECTED COURSES:

Data Science, Information Systems in Organizations, Statistical Business Analytics

ACTIVITIES AND AWARDS:

- Participant, Free to Breathe Walk, 2015
- Participant, Donor Dash, 2011-2015
- Recipient, Fly in 4 Grant

INFORMATION SYSTEMS PROJECTS:

- Analyzed data of social media users to track the increment as technology evolved for a data analytic project in a data science course.
- Created data visualizations and infographics to show the statistics of past and current percentages of users on social media as well as the popularity of media platforms according to age and gender.

EXPERIENCE: AVISTA HEALTHCARE, Cherry Hill, NJ January 2017 – January 2018

Receptionist

- A long and short-term nursing home facility.
- Assist Human Resources department by surveying resumes, separating applicants into different departments, scheduling interviews, and providing information such as hours and opening salary to interested applicants.
- Ensure each department has the paperwork necessary to provide the best possible care for the residents, such as medical prescription faxes, monetary accounts, any dietary or medical restrictions and instructions from a resident's physician.
- Create spreadsheets, lists, and any relevant documents for departmental staff.
- Oversee consumers and employees entering and exiting the building to ensure safety while maintaining a good environment.

ORIENTAL NAILS, West Chester, PA

Summers 2014, 2015

Receptionist

- Maintained inventory, restocked when necessary, and created lists for reordering at the nail salon.
- Cleaned the work spaces of seven nail technicians, ensuring they were ready for clients.
- Washed and disinfection all tools needed for manicure, pedicure, and/or wax.
- Ensured the nail salon was neat, organized, and presentable at all times.

SKILLS & LANGUAGES:

- Vietnamese (Conversational)
- Microsoft Office Suite, Tableau, Salesforce