Kevin Tran

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| Philadelphia | PA |
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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems |
Overall GPA: 3.74 | Dean's List: Fall 2017

SELECTED COURSES:
Programming in C, Intro to Engineering Tech, Engineering Problem Solving

ACTIVITIES AND AWARDS:
- Member, Asian Student Association, 2017-

PROJECTS:
- Created simple programs in Visual Studio in C language
- Served as team lead in our engineering project. Designed a drone using k'nexs parts and successfully flying using Libre Pilot.

INFORMATION TECHNOLOGY SKILLS:
Software Development: Visual Studio.NET and C++
Project Management: Microsoft PowerPoint, Microsoft Office, Microsoft Excel

EXPERIENCE: Criminal Justice Center, Philadelphia, PA   September 2014 – June 2015
Office Assistant
- Assisted in filing court files
- Aid Judge in filling out court documents
- Handled technical issues with computers within the office

Jefferson Methodist Hospital, Philadelphia, PA   September 2015 – June 2016
Volunteers Office Member
- Provided assistance to hospital staff
- Delivered ordered goods to patient rooms
- Surveyed patients on food quality

SKILLS & LANGUAGES:
- Vietnamese - proficient
- Spanish – basic communication