

Phillip D. Nguyen

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Major: Management Information Systems

Awards: Temple University Scholarship

Selected Courses: Financial Accounting, Digital Systems, International Marketing, Introduction to Python, Organization and Management, Managerial Accounting.

COMMUNITY COLLEGE OF PHILADELPHIA – Philadelphia, PA

Associate of Arts

Graduation: May 2023

Major: Business General | **GPA:** 3.15

Awards: Dean's List: Fall 2022 – Spring 2023

ACTIVITIES

Member, Association of Information Systems

September 2023 – Present

Volunteer, Asian Americans United

August 2019 – August 2019

EXPERIENCE

MI N TEA, Philadelphia, PA

May 2022 – August 2023

Food Prep

- Prepared cooking ingredients by washing and chopping vegetables, cutting protein, and other meal prep to serve to 100+ orders a day at a local family-owned Vietnamese café
- Adapted seamlessly to 20+ cafe menu items and refined customer service techniques to maintain a steady business flow daily
- Collaborated with colleagues to assemble 100+ orders and performed multiple roles during high volume operations

SAIGON TRAVEL, Philadelphia, PA

September 2020 – January 2022

Shipping Specialist

- Assisted logistics department of 8 full time employees by packaging orders, tracking shipments, and upkeeping company records for local cargo business
- Coordinated the weekly shipment of over 2 tons of cargo and efficiently transported it to local shipping facilities
- Recorded customer's orders and shipment transactions on Excel spreadsheets to upkeep company records at end of every shift

SKILLS

Software: Microsoft Word, PowerPoint, Excel, Python, SQL

Languages: Native Proficiency in Vietnamese