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: Web App, Operations Management, Visualizing Data, Data and Analytics, UX Design

Community College of Philadelphia   Philadelphia, PA
Associate of Arts   Graduation: May 2023
Major: Business General
Awards: Dean's List: Fall 2022 – Spring 2023

EXPERIENCE

Mi 'N Tea   Philadelphia, PA
Line Cook   May 2022 – August 2023
- Prepared cooking ingredients, including washing and chopping vegetables and cutting proteins, to support meal preparation for over 100 daily orders at a family-owned Vietnamese café.
- Adapted quickly to a menu of over 20 café items and enhanced customer service techniques to ensure consistent business operations.
- Collaborated with colleagues to assemble 100+ orders and performed multiple roles during high volume operations.

Amazon   Philadelphia, PA
Warehouse Associate   June 2020 – September 2020
- Executed assembly line packing and sorting of up to 100 packages daily.
- Collaborated with team members to meet daily productivity goals.
- Followed standard operating procedures to ensure quality and accuracy.

Saigon Travel   Philadelphia, PA
Shipping Specialist   September 2020 – January 2022
- Supported a logistics department of eight full-time employees by packaging orders, tracking shipments, and maintaining company records for a local cargo business.
- Coordinated the weekly shipment of over 2 tons of cargo, ensuring efficient transport to local shipping facilities.
- Recorded customer's orders and shipment transactions on Excel spreadsheets to upkeep company records at end of every shift.

ACTIVITIES

Member and Mentee, Association of Information Systems   September 2023 – Present
Volunteer, Asian Americans United   August 2019 – September 2019

SKILLS

Software: Microsoft Office, Python, SQL, Java, CSS, HTML, Salesforce, Tableau
Language: Proficient in spoken Vietnamese