

Theresa Nguyen

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Philadelphia | PA | 19121

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Major: Management Information Systems | **GPA:** 3.64

Awards: Dean's List: Spring 2023

Selected Courses: Data and Analytics, Web Application Development, Digital Systems, Statistical Business Analytics

ACTIVITIES

Member, Association for Information Systems

January 2024 – Present

Member, Women in Business

January 2024 – Present

Work Study Position, FamilyFriends

October 2023 – Present

Member, American Marketing Association

October 2022 – December 2023

TECHNICAL SKILLS

Customer Relationship Management:

Salesforce

Software Development:

Visual Studio Code

Database Management:

MySQL Workbench

Project Management:

Microsoft 365

PROJECTS

Cherry Consultant, American Marketing Organization

September 2023 – December 2023

- Developed branding strategies to enhance a women-, minority-, and immigrant-owned business's brand identity and presence in the local South Philadelphian market.
- Collaborated with the small shop to create engaging marketing materials and social media content, increasing brand awareness.

EXPERIENCE

PHO LA VIE, Harrisburg, PA

June 2018 – August 2023

Waitress

- Provided customer service for a casual Vietnamese restaurant serving 100+ customers daily.
- Addressed any food allergies and made recommendations to adhere to customers' standards.
- Processed transactions and handled cash and credit card payments with accuracy.
- Collaborated with the kitchen staff to ensure timely preparation and delivery of food.
- Participated in dining room operations such as refilling condiment bottles and napkins, preparing menus, and arranging silverware packages.

SKILLS

Software: Google Workspace, Canva, CapCut

Languages: Basic Proficiency in Vietnamese