

Giao Dinh

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OBJECTIVE:

Seeking an internship, part-time or full-time position with a minor in accounting for a company or organization that needs a reliable intern and quick adaptability to multitask, either working with people or by myself, and as a person who endures, keeps learning, and is able to handle or work well with a desktop or laptop.

SUMMARY:

Hard-working college student with a minor degree in accounting. Pay attention to details and new techniques in business practices and sales. Has three years of experience taking accounting and other related courses. Quite skilled at Microsoft Word, Excel, PowerPoint, and Google Slides. Prior experience of using QuickBooks for assignments. Experienced with filing taxes on TurboTax and H&R Block.

AREAS OF ACCOMPLISHMENT AND EXPERIENCE:**Library Helper**

10/2017- 6/2018

Landstown High School, Virginia Beach, Virginia

- Compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides, and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Sushi Helper

07/2020 – 04/2021

Mahi's Restaurant, Virginia Beach, Virginia

- Preparing all types of sushi, including maki, nigri and sashimi. Selecting fresh fruits and vegetables to make high-quality dishes (including avocado, radish, and carrots). Add additional flavors to sushi rolls with ginger, rice vinegar, wasabi and soy sauce when

appropriate. Manage food prep activities, like boiling rice. Prepare appetizers, soups and salads (e.g., miso soup, seaweed salad, sunomono, edamame).

Cashier

01/2022 – Until Now

E Mart International Supermarket, Virginia Beach, Virginia

- Responsible for accurate accepting and exchanging transaction for customers for each checkout process. Communicate clearly and answer customers' question or concerns. Ability for multitask and answer phone calls. Assisting customers in locating specific grocery items. Organizing the working areas.

EDUCATION:

- Old Dominion University, Norfolk, Virginia
 - Major: Cybersecurity
 - Minor: Accounting
- Other language: Vietnamese