Hoang Nguyen

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Education

OLD DOMINION UNIVERSITY – Department of English   *Spring 2017 - Present*

Bachelor of Arts in English

TIDEWATER COMMUNITY COLLEGE   *Fall 2014 – Fall 2016*

Associate of Science in Computer Science

GPA: 3.5

Experience

Receptionist, Cozy Nails; Virginia Beach, VA   *Jun. 2017 – Sep. 2017*

- Greeted customers, answered questions, explained services
- Assisted in preparation of services
- Handled register and phone calls, appointments
- Recorded transactions; logged cash and credit card payments

Server, Saigon One; Virginia Beach, VA   *May 2015 – Sep. 2015*

- Took, placed, and served orders
- Assisted in preparation of orders
- Handled register and phone calls from both Vietnamese and American customers
- Cleared tables and cleaned dishes

English Tutor, Miscellaneous   *Sep. 2011 – Present*

- Volunteer work/hobby
- Edited papers from friends, peers
- Worked together with friends, peers to revise papers
- Taught fundamental English grammar to English-language learners
- Helped improve general writing skills

Skills

- Multi-genre writing skills
- Microsoft: Word, PowerPoint, Excel
- Adobe Photoshop
- C++ (basic)
- Java (basic)
- Unix (basic)

Languages

- Vietnamese (native; speaking and reading)