

Lyn Doan
Ldoan001@odu.edu

Education

Old Dominion University, Norfolk, Virginia

Bachelor of Arts

Expected Graduation: May 2020

GPA: 3.84

Credits Earned: 98 semester hours

Major: Criminal Justice

Minor: Chinese Studies

Relevant Coursework: Advanced Chinese Language and Culture, Topics in China, Criminology, Criminal Justice System, Law & Criminal Justice System, Crime – Society and Media, Police in America Society, Probation – Parole – C-B Correct, Substantive Criminal Law, Social Research, Sociology, Sociology of Women, Crime and Computer Application, Criminological Theory.

FBI Honor Internship Program

June 2019 – August 2019

Language Unit

Norfolk Field Office

509 Resource Row, Chesapeake, VA 23320

Hours per week: 40hrs/week

Salary: \$14.57 per hour

USAC Study Aboard Program

January 2020 – May 2020

Chengdu, China

Work Experience

General Manager

Oct 2015 – Present

CeCe Nails

1200 N. Battlefield Blvd., Chesapeake, VA 23320 St. 121

Hours per week: 17hrs/week

Salary: \$8.50 per hour

Supervisor: Finn Doan, (757) 389-5282

- Summarized and reported weekly sales.
- Schedule jobs to employees, and adjust weekly incident.
- Directly track the amount of tip daily.
- Directly resolve guests' complaints.
- Monitoring and evaluation of customer satisfaction according to company processes.

Substitute Teacher

March 2018 – Present

Chesapeake Public School

Hours per week: 14hrs/week

Salary: \$12.16 per hour

Supervisor: Chesapeake Public School – Department of Human Resources, 757-547-0153 Ext 181

- Explained teacher's lesson plans, give out class work and assignments and ensured effective discipline and class control.
 - Evaluated daily reports and any information pertaining to the events of the day regarding the school and the regular teacher.
 - Proficiency in maintaining efficient classroom management skills.
 - Willingness to stand for most hours of the day or sit for extensive periods of time.
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Student Achievement

Leadership

Dean's List	2016, 2017, 2018
Honor Student	2016, 2017, 2018

Engagement

Member, Chinese Culture and Language Club, 2017 – Present
Member, Vietnamese Culture and Language Club, 2017 – Present
Member, Asian Pacific American Student Club, 2017 – Present

Community Involvement

Volunteer, Dong Hung Buddhist Temple, Summer 2015
Volunteer, Truc Lam Monastery Edmonton Canada, Winter 2017

Language

Vietnamese

IRL Level 5

- Complete fluency in Vietnamese, able to read and write, including understand complex vocabulary, idioms, colloquialisms, and pertinent cultural references.

Chinese

HSK Level 3

- Intermediate level can complete day-to-day tasks in life, at school or at work, and can easily communicate when travelling around China.
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Computer Skill

- Microsoft Office
- Encrypted/ Decrypted Data
- Encoding/ Decoding Data