

CHAU T. NGUYEN

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Permanent Address
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OBJECTIVE To obtain an entry level position in the accounting/finance field

EDUCATION

Juniata College, Huntingdon, PA
Bachelor of Arts, Accounting, May 2012
GPA: 3.63
Major GPA: 3.87

WORK EXPERIENCE

Information Desk Assistant, Juniata College Office of Student Activities May 2011- May 2012

- Serve as the college's switchboard operator
- Provide assistance for all offices on campus by answering over 30 phone calls daily, responding to over 50 daily external constituent questions regarding any issue pertaining to the college.

Teaching Assistant, Juniata College Academic Support Services August 2009- May 2012

- Act as an official department liaison to help convey difficult terms and concepts to over 30 fellow students to increase their knowledge and mastery of the following subjects: Intermediate Accounting, Managerial Accounting, Business Statistics, Calculus, and Survey of Western Art.

Orientation and Inbound Leader, Juniata College Enrollment Office May 2011- Aug 2011

- Facilitated presentations and discussions about Juniata College policies, services and campus life in a professional manner to over 400 incoming first-year, transfer students and parents.
- Developed expertise in an assigned academic area in order to assist with advising and registration of students.

Phonathon Caller, Juniata College Scholarship Fund January 2010 - May 2011

- Contacted over 500 Juniata alumni and friends to build network and Juniata's endowment.
- Collaborated with colleagues to raise over 1.5 million dollars in 2010 Juniata annual fund campaign.

Office Assistant, Juniata College Language in Motion August 2009- May 2011

- Worked with internal and external parties to schedule over 30 Juniata College presenters to present in different high schools.
- Operated office equipment and performed general office work such as answering phone calls, sorting and distributing mails, and completing over 200 evaluations and reports.

HONORS AND AWARDS

- J. Aldus & Mildred Hale Rinehart Endowed Merit Scholarship in Business Administration
- Frances C. & William P. Nyce Latin American Scholarship
- Juniata Friendship Scholarship
- Tau Pi Phi Honor Society, inductee and member
- Second place in Tau Pi Phi National Case competition in 2011
- First place in Tau Pi Phi National Case competition in 2012

COMPUTER SKILLS

- Advance knowledge of Microsoft Word, PowerPoint, Microsoft Excel, Access & Project

LANGUAGE SKILLS

- Fluent in reading, writing and speaking English, Vietnamese