

Tiffany Nguyen

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OBJECTIVE

Graduate student with an optimistic personality and exceptional communication skills. An enthusiastic worker aspiring to learn new skills and broaden my career experience. Searching to settle down into a permanent position and develop a stable personal and career life.

EDUCATION

California State University Fullerton

Graduated: August 2021

Bachelor of Science, Civil Engineering

- Computer Aid Architect and CE Drafting
- Construction Engineering
- Structural Analysis
- Field Surveying and Geotechnical Analysis
- Engineering Economics and Professionalism

California State University Fullerton

Expected Graduation: Spring 2026

Graduate Studies in Civil Engineering

- Water Resources Engineering

ACADEMIC PROJECTS

- Drafted 2D floor and gear plans using CAD program for architects and engineers
- Surveyed and analyzed geographical land mass using ArcGIS
- Make connections with construction management groups to understand the estimation aspect of the bidding process

WORK EXPERIENCE

Moonflower Band 40th Anniversary, Receptionist

Westminster, CA
October 2019

- Assisted in developing the seating arrangements and floor plans of the venue
- Entertained and kept a lively atmosphere amongst the senior guests

GoBe Academy, Summer Program Tutoring

Westminster, CA
Summer 2016

- Created lesson plans for young students to fully utilize their academic capabilities
- Established a positive and reassuring relationship with parents
- Punctual and dedicated, earliest to arrive and last one to leave
- Developed a strong sense of awareness to resolve unexpected predicaments

Hollywood Bridal, Customer Service

Westminster, CA
Summer 2017 - Present

- Used bilingual background to communicate and translate services to customers
- Organized and prepare products utilized for events and services provided to customers
- Self-educated technical skills to improve work performance and increase productivity
- Remained punctual and dedicated, earliest to arrive and last one to leave

SKILLS

- Technical: AutoCAD 2018, Microsoft Office
- Customer Service: communicative, intuitive problem-solving, perceptive
- Personal: Strict, time-management, punctual
- Bilingual: English and Vietnamese

REFERENCES

Available upon request