**Akeno Nguyen**

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Current student at Saint Michael’s College with an interest in pursuing a career in the business field. Hard worker with strong leadership skills developed through past experience running clubs and facilitating events.

**Education:**

           Saint Michael's College, Colchester, VT

* B.S. in Business Administration, anticipated graduation May 2022

GPA: 3.3

Medborough High School, Medborough, MA

* Graduated 2019
* Honor roll student

**Relevant Experience:**

Summer 2019 **Office Assistant Intern**, Medborough Schools Human Resources

* Created mailing lists; assembled, processed and filed paperwork
* Summarized arbitration cases for a database

2019-2020 **Co-Coordinator**, Saint Michael's College Annual Color Run

* Co-facilitated campus event to promote wellness
* Oversaw all aspects pertaining to the event including, planning, organizing, leading, and controlling to have a successful event

2017-2019 **Skills USA Team Manager of Marketing**, Medborough High School

* Selected as team member for statewide competition promoting development of a skilled workforce
* Developed and displayed basic marketing knowledge for competition
* Team awarded Bronze Medal

**Work Experience:**

2019-present **Dishwasher**, Sodexo, Saint Michael's College

* Rinsed, loaded and replaced newly cleaned dishes for next day usage
* Cleaned entire dish room and dish machine at end of night

Summers 2016-2018 **Painter**, Medborough Maintenance Department, Medborough, MA

* Renovated schools with fresh coats of paint

**Leadership:**

2019-Present **Vice President**, Saint Michael's College Japanese Culture Club

* Organized and planned club presentations and events for club members on Japanese culture and pop culture

2018-2019 **Vice President**, National Business Honor Society, Medborough High School

* Coordinated all activities for Society and Club

**Skills:**

Computers: Certified in Microsoft Word, Excel, and PowerPoint

Language: Working knowledge of Japanese