JORDAN NGUYEN

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EDUCATION

NORTH DAKOTA STATE UNIVERSITY (NDSU)   Anticipated Graduation May 20XX
Fargo, ND
Bachelor of Science, Women and Gender Studies

ALEXANDRIA TECHNICAL COLLEGE   May 20XX
Alexandria, MN
Associate of Science, Early Childhood Education

SKILLS AND QUALIFICATIONS

Data Entry/Management:
- Demonstrate attention to detail when reviewing client application forms and when assisting clients with completing documentation
- Experience with successful data entry in 2+ data management systems
- Conduct data entry in a professional manner by maintaining data privacy standards and ensuring documents are appropriately stored/secured

Interpersonal:
- Manage and collaborate with peers to ensure all customers and clients receive adequate, well-rounded, person-centered care
- Enhance verbal and written communication skills by documenting client interaction case notes and providing progress reports to supervision
- Provide exceptional customer service in crisis situations and able to de-escalate through active listening and conflict resolution tactics

Additional Training:
- ASIST Suicide Prevention Training, Firstlink   Jan. 20XX
- Through coursework, studied various theories regarding Adverse Childhood Experiences, interpersonal conflicts, and effects of domestic violence

EXPERIENCE

Lakes and Prairies Community Action in Moorhead, MN, Advocacy Intern   Dec. 20XX – Present
Okie Dokie's Childcare Center in Fargo, ND, Childcare Provider   Aug. 20XX – Present
Lola's Grill and Bar in Alexandria, MN, Server and Manager   April 20XX – Aug. 20XX
Sweet Pea's Nursery in Rochester, MN, Landscaping Assistant   May 20XX – Aug. 20XX

VOLUNTEER EXPERIENCE AND HONORS

Women's Activist Organization (WAO) NDSU, Member   Nov. 20XX – Present
- Volunteer at local women's shelter by organizing donations and assisting shelter residents with moving into their own housing units

Loveland Scholarship Recipient   May 20XX
- Based essay on dedication to a future in public service and leadership involvements at NDSU

NOTE: Border represents the edge of paper, NOT an actual border around the resume information.