

CaRyn Nguyen

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Education:

Associate of Applied Science, Information Systems Technology

May 2022

Northern Virginia Community College, Annandale, VA

Bachelor of Arts, Foreign Languages, emphasis on Chinese

May 2017

Minor in Japanese, emphasis on Language

May 2017

George Mason University, Fairfax, VA

Experience:

Administrative Office of the United States Courts, remote

June – August 2021

IT Student Intern

- Conducted research on Microsoft licenses and phishing prevention methods on a team of interns.
- Conducted research on the use of machine learning and natural language processing for the prevention of phishing.
- Conducted market research on software that utilizes machine learning and natural language processing for the prevention of phishing.

Forte International Exchange Association, Falls Church, VA

January 2018 – May 2019

Program Coordinator

- Used FileMaker and Microsoft Office to promptly process host family applications and track placements.
- Maintained communication with host families and students to assure that their programs went smoothly.
- Efficiently coordinated with and assisted the field staff and overseas agencies via e-mail and telephone.
- Used informative e-mails and eye-catching advertisements to recruit new overseas agencies and host families.
- Thoroughly processed student applications and conducted student interviews as needed.
- Conducted training sessions and oversaw testing and compliance for field staff throughout the United States.

Self-employed / Akari Tutoring, Fairfax County, VA

February 2014 – May 2017

Private Tutor

- Tutored students ranging from ages 8-18 in various subjects including math and language arts.
- Promoted positive outlooks on studying.
- Established a relationship with the students and their parents to better understand the students' needs.

Pho Cong Ly Noodle and Grill, Annandale, VA

2013 – 2014

Server

TGI Fridays, Springfield, VA

2012 – 2013

Host

Honors and Activities:

- Graduated cum laude May 2017, May 2022
 - Certificate of Outstanding Achievement in Intermediate Korean May 2017
 - Certificate of Excellence in Chinese Major Studies May 2017
 - Japanese National Honor Society, College Chapter May 2017
 - Audit Coordinator, AnimeUSA 2013 - December 2017
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Skills and Certifications:

- **Programming Languages | Libraires:** HTML, CSS, SCSS, JavaScript, Java, Python, MySQL | Bootstrap
- **Operating Systems:** Windows and Linux
- **Tools:** VirtualBox, Visual Studio Code, FileMaker, Google Workspace, Adobe Acrobat, Microsoft Office
- **Foreign Languages:** Advanced proficiency in Chinese and Japanese, intermediate proficiency in Korean, and basic proficiency in Spanish and Vietnamese
- **CompTIA Security+**