

# Tina Nguyen

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## EDUCATION

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### Via Lingua

Florence, Italy

CTEFL, Certificate of Proficiency

September 2022

- 4-week, 120-Hour intensive face-to-face course
- 10 hours of Teaching Practice, including one-to-one teaching
- Observation of qualified teachers
- Final Examination

### University of North Carolina at Charlotte

Charlotte, NC, USA

Bachelor of Arts in International Studies

May 2022

Concentration in Peace, Conflict, and Identity

Language: Chinese

Minor in Applied Understandings in Global Education

Cum Laude with a 3.5 GPA

## WORK EXPERIENCE

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### Aunty Donna's House

Charlotte, NC, USA

Assistant/Tutor

January 2021 - August 2021

- Aided K-5 students in their work for school
- Ran social media and brand awareness for the program
- Administrative Work
  - Sent invoices and reminders to parents via e-mail, text, or Remind
  - Created monthly newsletters to send out to parents via Outlook
  - Constructed emails for inquiries
  - Researched information as needed and condensed and reported findings
- Plan two celebrations for 10-year anniversary of the business
  - Head of the planning committee

Assistant Director/Communications Coordinator - Active Learning Academy

- Accelerated registration process by digitising forms and setting tight deadlines
- Upgraded company logos and summer handbook
- Fostered Pre-K-6 students' knowledge of different cultures through creative and interactive learning
- Oversaw Pre-K-6 students' safety and well-being in outdoor excursions and activities

### Lancaster University — Careers and Employability Services

Lancaster, UK

Researcher

March - May 2020

- Conducted research with a partner during an on-campus work-study placement to better understand the relationship between the company and their less-focused demographics
- Acquired participants for three different research groups based on academic years and departments
- Mapped findings in a cohesive paper and diagram to further understanding in scarce areas

### Esteem Me Montessori & Creative Play

Cary, NC, USA

French Teacher/Floater/Assistant Teacher

February 2017 - June 2018

- Taught 4-6-year-olds how to speak basic French through simple games to help retain words
- Guided children between the ages of 1-6 to work together and get along with one another

- Motivated students to find creative activities that stimulated their interests by inspiring them to try different workstations focused on stimuli based on age and interest
- Encouraged children to clean up after themselves and to use manners to instill independence and etiquette

## LEADERSHIP & INVOLVEMENT

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### Classroom Central

August 2021 - May 2022

#### Volunteer

- Created handmade flashcard sets for students and teachers
- Wrote notes of encouragement for teachers

### NC MedAssist - Charlotte

December 2018 - May 2022

#### Volunteer

- Completed online orders in the OTC free store ready to be picked up
- Assisted in unpacking, sorting, and organizing over-the-counter medication in the warehouse
- Created goodie bags to be distributed for awareness of the organisation's services

### Not In My City Project

September 2018 - April 2019

#### Advocacy Team

- Compose at least one event every semester to spread awareness about human trafficking
  - Fall 2018 Campaign
    - Hosted a two-hour-long campaign on campus where students popped balloons to learn more about sex trafficking and Not In My City Project
      - Over 80 students participated and became aware of human trafficking within Charlotte
- Spread the word about Not In My City Project and about the prevalence of human trafficking in Charlotte and on the UNCC campus through different means such as word of mouth and social media

## SKILLS

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### Technology

#### Microsoft

- Certified in
  - Word (Expert Level I & II), Powerpoint, Excel, Access, and OneNote

#### Adobe

- Certified in
  - Adobe Dreamweaver - 2013, 2015, CS6

#### Canva

### Languages

- Native Speaker in English
- Advanced in Vietnamese
- Conversational in Mandarin Chinese
- Conversational in French
- Basic in Russian

## REFERENCES

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