

EMILY T. NGUYEN

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Home Address

16308 Eagleridge Court
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Campus Address

409 Pasquerilla West Hall
Notre Dame, Indiana 46556

OBJECTIVE

To obtain a human resources internship focusing on projects, talent and leadership management, and organizational processes.

EDUCATION

University of Notre Dame, Notre Dame, IN
Bachelor of Business Administration, May 2011
Primary Major: Management Consulting
Second Major: Psychology
Current GPA 3.6/4.0

RELATED COURSEWORK

- Innovation and Design
- Leadership and Motivation
- Business Statistics
- Psychology of Personality
- Psychology Research Methods

PROFESSIONAL EXPERIENCE

Muckenthaler Cultural Center Foundation, Fullerton, CA

May 2009 - August 2009

Intern to the Executive Director

- Engaged in seminars on proposal writing, applying to the James Irvine Grant, and using the California Cultural Data Project
- Applied to 5 grant funders for various programs including storytelling, free family festivals, and multicultural performances
- Coordinated volunteers, and supervised vendors and activities at 4 major festivals on Muckenthaler grounds
- Prepared marketing documents and personally contacted +300 guests for the launch of a major capital campaign
- Directly participated in marketing and created a new street route for the distribution of materials for future Muckenthaler interns
- Assisted in completing the California Cultural Data Project for the past 3 fiscal years at the Muckenthaler
- Engaged in community meetings including Fullerton Chamber of Commerce, Rotary, and Gang Prevention Collaborative

Micro-forms and Periodical Department of the Theodore M. Hesburgh Library, Notre Dame, Indiana

Jan. 2008 – Present

Student Worker

- Assist patrons, locate resources, use scanning machines, place requests for inter-library loans, and reserve study rooms
- Contribute to data-entry, organizational, scanning, printing, and binding projects
- Acquired knowledge about micro-forms and their respective readers including microfilm, microfiche, and micro card
- Created better, easy-to-read labels for microfilm shelves and microfiche cabinets
- Experience reading Library of Congress call-number system

Fullerton Golf Course, Fullerton, CA

May 2008 – August 2008

Beverage Cart Driver

- Courteous, respectful customer and retail service
- Responsible for stocking, re-stocking, closing inventory
- Handled large sums of cash and credit cards

LEADERSHIP and ACTIVITIES

Band of the Fighting Irish, University of Notre Dame

Fall 2007 – Present

- Plays the Melophone, otherwise known as the Falto or F. Alto Horn
- Time commitment of at least 18 hours/week

Core Band Member

Fall 2009 – Present

- A leader within the band responsible for instructing, correcting, and helping new and returning band members
- Selected over senior members of the band

Volunteer

- Participant in annual Thanksgiving service trip to Southbend Center for the Homeless

Culture and Family Processes Lab, University of Notre Dame Psychology Department

Spring 2008 – Fall 2009

Undergraduate Research Assistant

- Aid graduate students with research by collecting data in the field, administering surveys, and data entry
- Engage in weekly lab meetings, read multicultural research, present article reviews, and facilitate discussions

Webmaster

- Responsible for updating the laboratory's website with current information using Macromedia's Contribute

Undergraduate Women in Business, University of Notre Dame

Present

Will be a Resident Assistance for the 2010-2011 school year in Pasquerilla West Hall

SKILLS

Word, Excel, Windows XP, Windows Vista, Dreamweaver, Macromedia Contribute, Adobe 6, 8, and Professional, Basic HTML