

Truong Q. Nguyen

EDUCATION

Metropolitan State University - Saint Paul, MN Bachelor of Science in Economics, 2009

Normandale Community College - Bloomington, MN Associate of Arts Degree, 2006

EXPERIENCE

eBay/Online Sale, Webmaster; AAA Auto Salvage; Rosemount, MN 2009-Present

- Direct sales to eBay and online venues.
- Build and maintain company's website with new features and weblog.
- Initiate and implement new processes for more efficient inventory.

The IT Guy - PC Mac Repair, Twin Cities Metro area, MN 2005-Present

- Repair clients' computers. Set up home networking, printer/drive sharing.
- Help clients with the transition to Mac OS X from Windows.
- Assess clients' needs for computer purchasing advices.

eBay Platinum Power-seller, online store 2002-2010

- Manage all facets of an online business from sales and marketing to customer services and finance with annual revenue of \$350,000 for 2008.
- Maintain excellent feedback with over 2000+ satisfied customers.
- Provide customer oriented technical supports.

eBay/Online Sale, Lab Worker; Materials Processing Corp; Eagan, MN 2007-2008

- Directed sales to eBay and online venues.
- Repaired Apple Macintosh and IBM compatible PCs.
- Composed video advertisements for Greeneye Technology and Best Buy.
- Verified precious metal percentage in computers/electronics' recycling materials.

SKILLS

Business:

- Project Management, Business Management, and Marketing Execution.
- Search Engine Optimization, Economic Analysis & Forecasting.

Software Familiarity:

- Operating System: Macintosh OS X Server, Linux, and Windows.
- Languages and software: HTML, Joomla, Wordpress, Microsoft Office, SPSS, SAS, Aperture, and Photoshop.

Hardware Familiarity (technical)

- Apple laptops and workstations, Apple iPod and iPhone.
- IBM compatible laptops and desktops, printers, cell phones.

Photography and Digital Imaging

- Basic Still, Black & White, and digital editing.