

Nguyen Phuong Quynh Anh

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EDUCATION

Gettysburg College Expected May 2023
Bachelor of Arts in Sociology and International and Global Studies **GPA: 3.99**

Honors & Recognition: David Wills Scholarship (awarded for high academic achievement), Dean's List (all semesters), Harry C. and Catherine Noffsinger Hartzell Award recipient, Alpha Kappa Delta member

Relevant coursework: Environmental Leadership; Global Conflict Management; Gender Inequalities; Environmental Health; Writing the American Dream: Immigrant Stories; Sociology of Education; Refugees and You; International Economics; Wealth, Power and Prestige; Field Methods in Social Research

CIEE Study Abroad Spring semester, 2022

International Business and Culture in Seville, Spain

Partner school: Universidad Pablo de Olavide

Honors: recipient of The Seibert/Keiser Fund for Global Education program (awarded by Gettysburg College)

Relevant coursework: International HR Management, Intercultural Communication and Leadership

RELEVANT EXPERIENCE

Musselman Library at Gettysburg College Gettysburg, PA

Peer Research Mentor August 2021 – Present

- Worked at the Research Help Desk in the library to provide assistance to library patrons with any questions, including students, parents, professors, and community users
- Assisted students with the research process and citation
- Navigated the College's online and print library collection and utilized search strategies to help students and professors find relevant materials in person, via email and telephone
- Designed and implemented outreach programs in partnering with the Department of Sociology and International Student Services
- Acted as a Research and Instruction liaison on campus

Center for Global Education Gettysburg, PA

Administrative Student Assistant August 2019 - Present

- Ensured smooth operation in the office by assisting roughly 60% of the student body, parents, and staff with questions regarding global study
- Communicated with students and provided help with appointments and applications
- Administered appointment schedule and sent reminders for appointments
- Provided courteous and efficient assistance via phone and/or direct line to appropriate stakeholders, responded to voicemails, and oversaw walk-in log
- Monitored database during application process
- Facilitated events by helping with logistics and answering questions from parents and students

Codeucate Remote

HR Summer Intern July – August 2021

- Talent Recruitment for the Course Development Team and Marketing Team, including reviewing applicants, interviewing, and hosting orientation meetings
- Attended weekly general and department meetings
- Organized non-profit compliance documents, including tax forms, employment history, and government forms to ensure compliance with nonprofit regulations
- Optimized the teaching volunteer training process to streamline the process through conducting research and organizing resources
- Stipend processing for all Codeucate interns and employees
- Created a positive team-building environment through weekly meeting activities
- Conducted grant research for the organization to apply
- Seasonal Intern Terminations

Virtual Career Days Program

Remote

Participant

May 2021 – August 2021

- Gained broad exposure to government consulting, contracting and commercial consulting at Deloitte Touche Tohmatsu Limited, a multinational professional services network offering industry-leading audit, consulting, tax, and advisory services
- Learned more about market research and the work done at Ipsos, the third largest market research firm in the U.S.; connected to and heard from 4 Gettysburg alumni working at Ipsos about the different types of research they do, and how they got into the field
- Gained insights about the different types of benefits consulting, HR consulting, and the distinct services offered by PA Chamber Insurance, the insurance subsidiary of the Pennsylvania Chamber of Business and Industry

Vietnamese Student Association

Gettysburg, PA

Vice President

August 2019 - Present

- Collaborated with a group of 15+ members to plan, organize and facilitate meetings and events (such as Mid-Autumn Festival and Vietnamese Culture Day)
- Promoted VSA activities to attract new attendees
- Acted as liaison to the school administration and other organizations on campus
- Provided logistical help for meetings/events by purchasing materials and organizing activities

SKILLS

- Technical: Microsoft Office 365 (expert), G-suite (expert), Google Meet (proficient), Zoom (expert), Canva (proficient), WordPress (proficient).
- Languages: English (professional working proficiency), Vietnamese (native speaker), Spanish (elementary).

VOLUNTEER EXPERIENCE

- English teaching: 4.5 hours/week El Colegio San Francisco Solano in Seville, Spain to help students practice speaking English
- Burgburst Organizing Committee – Media team: collaborated with team members to advertise for the annual student-led multicultural event on campus, resulting in 200+ attendees