

# THI CAM TU NGUYEN

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📍 Reno, Nevada

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## ABOUT ME

Business Administration student at the University of Nevada, Reno with hands-on experience in customer service and property operations. Developed strong communication and organizational skills through working as a restaurant server and managing a family-owned boarding house. Seeking an entry-level position to gain professional business experience and grow long-term.

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## EDUCATION

### University of Nevada, Reno

Bachelor of Business Administration

GPA: 3.6/4.0

Expected Graduation: 2028

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## WORK EXPERIENCE

### Server | Royal Palace Restaurant, Vietnam

- Set up and arranged tables and seating for wedding events, ensuring an organized and welcoming environment.
- Delivered food and beverages to guests promptly, providing high-quality customer service.
- Cleared and reset tables efficiently after events, maintaining cleanliness and order.
- Trained and supported new staff, improving team performance and workflow.

### Manager | Truc Phat Tai Apartment, Vietnam

- Managed daily operations of the apartment, ensuring a safe and orderly living environment for tenants.
  - Promoted the property to increase visibility and attract new tenants.
  - Responded to tenant inquiries regarding accommodations and lease agreements, providing excellent customer service.
  - Conducted property tours for prospective tenants, highlighting features and amenities.
  - Monitored property condition and supervised maintenance, ensuring all facilities were in good working order.
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## SKILLS

- Microsoft Office
- Event Organization
- Communication & Problem Solving
- Customer Service
- Teamwork