

Phuong Vy Thuy Tran

Santa Barbara, California
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Education

University of California, Santa Barbara, *B.A.*

Expected Graduation: Jun 2023

Major: Communication; Minor: Philosophy | GPA: 3.67

Relevant Coursework: Responsive and Accessible Web Design

Awards: Gablers Promise Scholars Writing Scholarship; First Year of the Month

Professional Experience

Events Intern - #ICANHELP - Antioch, CA

Aug 2020 - Present

- Facilitate monthly live webinars regarding mental health and student empowerment for over 60 attendees
- Collaborate with various educational organizations and businesses to develop event and budget proposals
- Consolidate content from various communication platforms into aesthetic Powerpoint presentations
- Schedule biweekly team meetings to support other concurrent events using Zoom and Google Meets

Programming Vice President - Residential Housing Association - Santa Barbara, CA

Feb 2020 - Mar 2020

- Coordinated over ten programs per quarter for all the residents on-campus
- Chaired the Judicial Review Board and Programming Team to ensure that members fulfill their requirements
- Scheduled both 1:1 and quarterly meetings with all the Representative at Large
- Served on two internal committees per quarter to support members with passive programs

Representative at Large - Residential Housing Association - Santa Barbara, CA

Sep 2019 - Feb 2020

- Created over ten different marketing flyers for on-campus programs using Canva
- Represented the financial interests of approximately 600 residents to the Coordinating Board
- Facilitated weekly Hall Council meetings to ensure active participation among the members

Workplace Services Intern - ServiceNow - Santa Clara, CA

Sep 2018 - Jul 2019

- Designed over 25 redesigns and marketing signage campus-wide using Canva and Adobe Photoshop
- Conducted monthly space audits to reflect an accurate floor plan for all employees
- Organized biweekly socials for approximately 200 employees
- Collaborated with outside vendors to reinstall over 500 new nameplates

Leadership Experience

Outreach Coordinator - Vietnamese Student Association - Santa Barbara, CA

Dec 2019 - Mar 2020

- Co-organized VOICE workshops and activities for at least 50 high school students
- Outreached via email campaign to public high schools across Northern California
- Publicized VOICE through various social media platforms including Facebook and Instagram

Member - NRHH: Margaret T. Getman Chapter - Santa Barbara, CA

Feb 2020 - Mar 2020

- Participated in weekly meetings to brainstorm, plan, and request funding for committee programs
- Recognized exceptional students at UCSB by submitting "Of The Month" nominations
- Assisted the Publicity Vice President with executing committee programs and organizational marketing

Skills

Microsoft Office - Proficient in MS Office applications: Excel, Word, Outlook, and Powerpoint

Social Media - Developing and managing social media accounts: LinkedIn, Facebook, Instagram, and Snapchat

Design - Experienced with Canva and Adobe Photoshop

Bilingual - Fluent in Vietnamese and English