

Vienna Nguyen

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Education

Bachelor of Science in Business Administration

Expected Grad. June 2029 University of Nevada, Reno

General Education Degree High School

Experience

PINE EDUCATION Center, Vung Tau city, Vietnam

May 2025 – August 2025

English Class Teacher Assistant

- Assisted in teaching English classes for children aged 4–8, ensuring lessons were engaging and age-appropriate.
- Prepared lesson plans and classroom materials in advance to support smooth class operations.
- Supervised and guided students during class activities, maintaining a positive and safe learning environment.
- Reviewed and reinforced previous lessons at the start and end of each session to improve students' retention.
- Supported the lead teacher in classroom management, activity setup, and student assessment.
- Developed communication and multitasking skills through hands-on interaction with young learners.

Ho Chi Minh Youth Union – Ho Chi Minh City, Vietnam

July 2024

Student Competitions Participation (STEM)

- Competed in city-level STEM, Business, and Innovation contents with 120+ student teams.
- Collaborated with teammates to develop creative solutions and present business ideas, advancing to the final round in multiple competitions.
- Applied problem – solving and critical thinking to propose practical business strategies.

Secondary and High school – Ho Chi Minh city, Vietnam

December 2019 – May 2021

Athletics Team Leader – Distance Running

- Competed in intern-school tournaments and promoted teamwork in athletics, contributing to 2 championships wins.
- Assisted in planning and executing school club activities and events, reaching 70+ student participants.
- Collaborated with teammates to foster discipline, resilience, and sportsmanship.

Vung Tau High school- Ho Chi Minh city, Vietnam

August 2022- May 2025

Ho Chi Minh Youth Union Member

- Participated in community service projects and school – wide events, engaging 200+ students annually.
- Organized and supported students activities to enhance teamwork and leadership skills, resulting in a 30% increase in student participations.
- Coordinated logistics for school projects, ensuring events ran smoothly and on schedule.

Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Languages:
 - o Vietnamese (Native)
 - o English (Advance)