**Diane Nguyen**

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**EDUCATION**

**BROOKLYN COLLEGE, CITY UNIVERSITY OF NEW YORK** New York, NY

* Bachelor of Science in Business, Management and Finance, February 2016

**WORK EXPERIENCE**

**RESIDENTIAL IN-HOME CHILD CARE PROVIDER**

*Care Provider* (August 2014- present) New York, NY

* Develop activities, brain exercise games, and day trips while maintaining a child friendly safe environment
* Prepare meals, run errands for family, and perform light housekeeping
* Teach children about personal cleanliness and engaging in social interactions with other children during playtime

**NORTHWESTERN MUTUAL**

*HR Intern* (August 2015- January 2016) New York, NY

* Streamlined all communication processes and performed administrative duties, including answering 100+ phone calls and 50+ emails daily
* Implemented a database of potential recruits, and 20+ current employees into Microsoft Word and Excel sheets
* Executed all HR duties, managed calendars on Outlook, and prepared paperwork for the Recruiting Director and Recruiting Assistant
* Contributed to the staffing process, including cold calling and emailing over 150+ potential recruits daily, and assisting in interviews and the selection process

**JEWISH COMMUNITY CENTER**

*Swim Instructor and Lifeguard* (October 2013- February 2014) New York, NY

* Directly supervising and guarding youth participants and staff in the swimming pools
* Assisted in the regular maintenance of swimming pool areas, ensuring safety operations requirements
* Took initiative in recognizing and responding to opportunities for problem solving among participants in swimming pool areas
* Taught 100+ infants, toddlers, adolescents and adults fundamental basic swimming safety skills to triumph over their initial fondness of the water

**NEW YORK CITY PARKS & RECREATION**

*Aquatics Specialist* (July 2011- August 2014) New York, NY

* Coached and encouraged people with special needs to enjoy water and fitness as a for of therapy
* Developed and wrote age-appropriate activity plans within the swimming pool area
* Taught children all over New York the fundamentals of aquatics of swimming safety and skills
* Helped 100+ infants, toddlers, adolescents and adults to conquer over their fear of water

**LIFE VEST INSIDE**

*Intern* (January- June 2014) New York, NY

* Planned events to promote the organization’s goal to spread kindness, empower people and build self esteem and self-value
* Managed multiple social media accounts to spread awareness and he nonprofit’s growth around the world by curating social media content, for Facebook, Instagram, Twitter and YouTube
* Educated 50+ possible sponsors for sponsorships daily, while maintaining close relationships with influencers in the industry
* Recruited people as Kindness Ambassadors and ensured responsibility to spread kindness, helping people recognize their potential, and building self-esteem

**UNIVERSITY AT ALBANY**

*Reservations Assistant- Office of Student Involvement* (August 2011- May 2012) Albany, NY

* Assisted and solved issues of over 200+ on- campus student organizations in booking room reservations, to better utilize school resources, which increased student attendance by 40%
* Entered room reservations details into school’s database, to keep details of student organizations even organized

**LEADERSHIP:** James Madison Girls - Varsity Lacrosse Team, Captain

* Ranked 6th in top scorers in NYC, Led team to the PSAL City Championship finals

**SKILLS:** Fluent in Vietnamese, Proficient in Microsoft Word