



HONG NGUYEN



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HongNguyen302



PROFILE

Dynamic Web Developer with a strong foundation in office administration, bringing exceptional organizational skills and attention to detail to the tech industry. Proficient in front-end development with a commitment to crafting intuitive user interfaces and staying up to date with industry trends. Eager to contribute to innovative projects and thrive in challenging environments.



EDUCATION

2022-present

Web development

Pinellas Technical College | St. Petersburg, Florida, the U.S

2011-2015

Business Administration | Bachelor

SaiGon University - Vietnam



CERTIFICATES

- Adobe Certified Professional: Visual Design (Illustrator and Photoshop).
- Knowledge Pillars: HTML & CSS Coding Specialist.
- Knowledge Pillars: JavaScript Coding Specialist.
- Knowledge Pillars: SQL Coding Apprentice.



SKILLS

- Proficient in **HTML5, CSS3**, and modern **JavaScript (ES6+)**.
- Expertise in **responsive** and mobile-first design principles.
- Proficient in CSS preprocessors: **Sass/SCSS**.
- Familiar with **Git/GitHub** for version control and collaborative development.
- Ability to work with **Adobe Photoshop and Illustrator**.
- Basic understanding of **SQL** for data retrieval and manipulation.



EXPERIENCE

Office Administrator

DucKhai Corporation - Vietnam | 2016 - 2020

- Manage incoming calls, emails, and correspondence, redirecting them as necessary.
- Maintain and organize office supplies and equipment, replenishing items as needed.
- Process and distribute incoming and outgoing mail and packages.
- Maintain and update filing systems, both physical and digital, to ensure easy retrieval of documents.
- Coordinate and schedule meetings, appointments, and events, ensuring all logistics are in place.
- Collaborate with various departments to support administrative needs and facilitate cross-functional communication.