

**THUY NGUYEN**

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**OCCUPATIONAL OBJECTIVE:**

A position as office manager leading to increased responsibilities for business operations.

**SUMMARY OF QUALIFICATIONS:**

Three years of increasingly responsible experience in different positions.

**BOOKKEEPER**

*Hungry Hunter and El Torito Restaurants*  
Seattle, WA 2005 to present

Kept records of financial transactions, entering them in computer. Balanced books and compiled reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to operation of business. Calculated employee wages from time cards and updated computerized records.

**RESTAURANT GREETER**

*Hungry Hunter Restaurant*  
Thousand Oaks, CA 2003-2005

Welcomed guests, seated them in dining area, maintained quality of facilities. Directed others in performing courteous and rapid service; also assisted in settling complaints. Related well with the continuous flow of people, coordinating the service with customers' needs.

**SPECIAL ACCOMPLISHMENTS:**

National Forensic League, vice president (third place, statewide oratory competition); Athletic Association (gymnastic team); Honor Roll and Dean's List; Alpha Gamma Sigma; *Who's Who Among American High School Students*, 2002-2003.

**EDUCATION:**

Seattle Pacific University, Seattle, WA  
Majoring in Business Administration  
GPA: 3.5 on a 4.0 scale