

Quyen Ngo

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Education

The University of Texas at Austin, Class of May 2021

B.S. Advertising, Minor in Business - GPA. 3.8

Experience

Communications Planning Intern - VIA Agency, MAIP 2021

June 2021 - Present

- Conducted wide scale research and analyses to deliver on a variety of brand asks
- Developed enduring campaigns grounded in insights and adopted by strategy

Student Art Director, Social Media Content Creator - Texas Creative

August 2019 - May 2021

- Strategized, art directed, and produced multimedia campaigns for a wide variety of brands
- Concepted and created social content, with a strict adherence to brand guidelines

First-Year Interest Group Mentor - The University of Texas, Discovery Scholars Program

August 2018 - May 2021

- Facilitated weekly seminars with a focus on enhancement of first-year student experiences
- Coordinated efforts to increase student engagement in University resources, academic pursuits, and professional development

Front of House Management

Le Bleu (April 2019 - Present), Musashino Sushi Dokoro (October 2017 - May 2019)

- Managed opening and closing shifts, ensuring quality controlled food and service
- Generated repeat positive customer interactions and established customer loyalty

Leadership

Texas Belles Event Planning Organization

Financial Director (October 2018 - May 2020), Communication Director (May 2020 - May 2021)

- Worked with executive board to complete weekly and monthly organization objectives
- Led event committees, seeing event production through from beginning to end
- Developed biannual budget reports against projected expenses
- Administered social media accounts with original branded content, increasing engagement by 55%

Computer Skills

Google Suite
Microsoft Suite
Adobe Ps, Ai, Id
Mailchimp
Social Media

Additional Skills

Communications Strategy
Social Strategy
Educational Instruction
Leadership
Compassion

Languages

English
Vietnamese
Spanish (conversational)