

Phong (Justin) Ngo

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77 Batcheller Ave, Cranston, RI 02920

EDUCATION

Bryant University, Smithfield, RI

Graduated: May 2022

B.A. in Communication

Major in Communication

Minor in Human Resource Management & Media and Cultural Studies

WORK EXPERIENCE

Bryant University - Smithfield, RI

Bryant's U.S.-China Institute - Social Media Specialist

Sept 2020 - May 2022

- Created original marketing, study tips and inspirational quotes to promote the U.S-China Institute
- Promoted original contents on Instagram, Twitter and Facebook.
- Created a marketing plan for the academic year on social media.

Office of Institutional Diversity & Equity - Student Project Coordinator

Sept 2020 - May 2022

- Organized operations by working with CSLI and other offices on campus to promote events.
- Designed and conceptualized marketing materials for different events
- Collaborated with other student workers to come up with design templates to synchronize the office's visual presence/profile.

4MILE Program - Student Mentor

August in 2019, 2020 & 2021

- Established the international student council.
- Counseled new international students to transition into the college environment.
- Supported international students to handle situations with cultural shock.

Data Visualization Lab - Student Assistant

Feb 2020 - May 2020

- Instructed staffs and students on how to operate the computers and the Virtual Reality headset.
- Wrote an instruction booklet on how to use VR programs for beginners.
- Updated and troubleshooted computers for students and staffs during lab's office hours.

Dentsu Vietnam - Ho Chi Minh City, Viet Nam

Jun 2019 - Aug 2019

Traffic Executive Intern, Promotion and Production Department

- Communicated directly with the Head of Production to keep up with project deadlines.
- Coordinated the Creative Department of 5 designers' schedule to present designs to customers on time.
- Managed and track projects' due dates by creating and updating an office-wide spreadsheet.

LEADERSHIP & VOLUNTEER

- TEDxBryantU - Event Manager, Bryant University.

Aug 2019 - Mar 2020

- International Student Organization - Marketing Director, Bryant University.

Mar 2020 - Jun 2021

- Child Care - Volunteer, Elizabeth Buffem Chace Center, Warwick, RI.

Feb 2020 - May 2020

LANGUAGE & TECHNOLOGY SKILLS

- Vietnamese (Native), English (Fluent), Korean (Intermediate)
- Proficient in Microsoft Publisher, Excel, PowerPoint, Word, Adobe Photoshop, Adobe Premier
- Python (Intermediate)
- Logic Pro X