

MELISSA NGUYEN

☎ +1 (470)-272-6809

✉ melissaanguyennn@gmail.com

📍 Cumming, Georgia

WORK EXPERIENCE

2022 - 2023

Sweet & Sassy | 410 Peachtree Pkwy, Cumming

Party Coordinator - Sales Associate

- Proficient multi-tasker
- Great at improvising and thinking on their feet
- Facilitated creative and entertaining children's birthday parties
- Cleaned and organized for events
- Communicates and collaborate with parents to ensure their child's party went exactly as planned
- Host and coordinated children's birthday party
- Sales Associate
- Can communicate with clients over the phone
- Capable of working with a booking system
- Adaptable

2022-2023

Melissa Nguyen Photography

Small Business Owner - Photographer

- Can communicate with clients regarding details to each booking
- Strong communication
- Punctual
- Organized
- Self-management
- Very adaptable

2024-Present

Simple Bliss Day Spa & Nails | 12630 Crabapple Rd, Milton

Receptionist - Manager

- Customer Service & Client Relations
- Scheduling & Appointment Coordination
- Cash Handling & Payment Processing
- Leadership & Problem-Solving
- Operations & Salon Management
- Time Management & Multitasking
- Conflict Resolution & Professionalism

EDUCATION

2019-2020

NORTH FORSYTH HIGH SCHOOL

- GPA: 3.6

2021-2023

EAST FORSYTH HIGH SCHOOL

- Head Photographer Yearbook
- Senior Social Events Chair, Student Council
- Pathway Marketing & Entrepreneurship
- GPA: 3.7

2023-2024

GEORGIA COLLEGE & STATE UNIVERSITY

- Pursuing Bachelor Degree in Business Administration / Marketing & Sales

2025-Present

GEORGIA STATE UNIVERSITY

- Pursuing Bachelor Degree in Business Administration / Marketing & Sales

SKILLS

- Strategic Thinking
- Strong Communication
- Problem-Solving
- Good Teamwork
- Leadership Experience
- People Skills
- Organizational Know-How
- Self-Management
- Customer Service Skill

LANGUAGES

- English
- Vietnamese