

Kathy Nguyen

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EDUCATION

California State University, Long Beach

Master of Science, Major in Industrial Organizational Psychology

GPA: 4.0

University of California, Riverside

Bachelor of Arts, Major in Psychology

Long Beach, CA

August 2023-Present

Riverside, CA

June 2022

WORK EXPERIENCE

DEIA Human Resource Intern

Long Beach City College

Long Beach, CA

January 2025-Present

- Developing a training program on belongingness for Long Beach City College to foster an inclusive and supportive campus environment
- Review and screen applicants to ensure they meet minimum qualifications, enhancing the efficiency of the recruitment process
- Organize and plan management training workshops to enhance leadership development, improve managerial skills, and drive overall organizational effectiveness
- Organize and lead engaging onboarding and orientation sessions to seamlessly integrate new employees into the company

Human Resource Intern

Topcon Positioning Systems

Livermore, CA

May 2023- August 2023

- Assisted with the full cycle recruitment process, sourcing resumes, initial phone screening, sending offer letters and presented onboarding presentations to various roles, test technicians, assemblers, executive assistants, and offboarding procedures
- Maintained and implemented accurate employee information into Workday with i-9s, employee records, onboarding documents, and termination packets
- Constructed a 15-week summer internship program with an agenda of luncheons, meetings with guest speakers, and intern events
- Supported the benefits department with the Topcon's Perks program by communicating with various vendors to provide discounts for the Topcon employees

Behavior Technician

Advanced ABA

San Jose, CA

November 2022- April 2023

- Implemented skill acquisition and behavior reduction treatments as directed by the supervisor by providing effective reinforcement, teaching new skills to target problem behaviors, and focusing on each child's motivation for positive growth
- Developed and maintained relationships with clients to establish rapport for client progress by creating a safe and supportive environment
- Performed direct client care in 1:1 and group settings utilizing a combination of intensive teaching and natural environment training arrangements such as discrete trial teaching, pivotal response training, verbal behavior

Human Resource Intern

Thaddeus Resource Center

La Verne, CA

September 2021- April 2022

- Organized interviews and maintained consistent communication through daily emails and weekly meetings with psychology and computer science candidates
- Worked closely with human resource managers by providing constructive feedback on potential candidates during interview processes
- Encouraged employee engagement and ensured worker satisfaction by facilitating weekly staff meetings and planned group activities

TECHNICAL SKILLS

Languages: Fluent in English and Vietnamese

General Skills: Efficiently organized and able to work under extensive pressure, ability to prioritize and multitask, aptitude for learning, possess leadership and communication skills, able to work independently as well as in a team

Computer Skills: Google Docs, Google Sheets, Google Slides, Microsoft Word, Excel, Teams, Zoom, SPSS, Outlook, Qualtrics