

Nhi Ho

Finance Major

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Objective

A finance-major international student is pursuing finance internship opportunities.

Skills

Data Entry | Microsoft Office 365 Proficiency | Dependability | Adaptability | Task Prioritization | Organizational | Collaborating in diverse environments | Solving problems | Accepting responsibility | Responding well to feedback.

Experience

Bass Library – Lorain County Community College / Library Student Assistant

March 2021 – May 2022

Highlighted strong computer proficiency and mindfulness by organizing library materials using digital databases, ensuring accuracy. Demonstrated efficient task prioritization skills while assisting patrons and managing library card issuance. Data entry of simple transactions provided by the library to customers. Excelled in-person and over-the-phone communication while assisting academic library callers and directing them to resources, fostering effective interactions with diverse stakeholders.

Elyria Public Library System / Library Student Assistant

March 2021 – May 2022

Managed the main desk, operated independently to assist patrons in obtaining EPLS cards, and facilitated the process of placing materials on hold, both physically and digitally. Maintained an organized library by shelving and arranging books, CDs, newspapers, and magazines while offering attentive phone support to address callers' concerns and inquiries.

Fitness Center – Lorain County Community College / Fitness Student Assistant

March 2021 – December 2021

Guided students and community customers to create access accounts, assisted with essential item preparations, facilitated fitness court reservations and offered phone support to direct callers to appropriate resources—data entry of simple transactions provided by the fitness center to customers.

Education

Cleveland State University / Finance Major

August 2022 – Expected Graduation Date: May 2024

GPA: 3.2

Lorain County Community College / Associate of Arts

Jan 2020 – May 2022

GPA: 3.5

- Graduate with honors in Associate of Arts.
- Member of Phi Theta Kappa.
- President of the multicultural club from May 2021 – May 2022.
- Dean's list of four semesters.