



# JOSEPH NGUYEN

<https://www.linkedin.com/in/joewins/>

(619) 508 - 6224

joseph.nguyen.sd@gmail.com

## PROFILE

I am an aspiring novelist who takes great pride in all of my endeavors. As a veteran of the armed forces and a recent university graduate, I now seek to apply my disciplined work ethic, editorial and communication abilities, and leadership skills to the private sector.

## EDUCATION

UC Riverside	2017 - B.A. Creative Writing (Honors)
USMA (West Point)	2014 - General Education (Transferred)
US Army	2010 - Military Police Certification (Honors)

## EXPERIENCE

### VSolvit Inc.

Ventura, CA (Remote)  
December 2016 – Present

#### Associate Copy Editor

- Edit corporate training material for various departments (GIS, HR, IT, marketing, etc)
- Plan, draft, and publish company newsletters
- Conduct interviews and research tech industry trends
- Perform analysis of various topics, ranging from information security to work place conduct
- Technical writing for GIS, Cloud Management, and IT departments
- Utilize HTML and Adobe InDesign to create document layouts for internal distribution

### University of California

Riverside, CA  
June 2016 – June 2017

#### Student Administrative Assistant II & Alternate Tech Specialist I

- Provided front desk services for the Academic Support Center
- Handled, verified, and filed confidential documents
- Performed basic data entry and general administrative tasks
- Proctored exams for multiple students and ensured that UC policies were enforced
- Provided IT support for assistive technologies (troubleshooting, setup, etc.)
- Managed inventory database via Microsoft Excel
- Created technical guides and provided one on one troubleshooting sessions

### IHS Markit

El Segundo, CA  
August 2014 – August 2015

#### Electronics Associate Analyst

- Reverse engineered and analyzed newly released electronics, varying from smart phones to aerospace devices
- Entered data into complex price modeling spreadsheets using pivot tables
- Captured, designed, and edited photographs for documentation
- Researched, analyzed, and priced electro-mechanical components
- Used Microsoft Office and Adobe Photoshop CS to edit images and documents
- Coordinated with teams around the globe to meet project deadlines

### US Army Reserve

USA  
January 2010 – January 2016

#### Platoon Leader (Military Police)

- Led an element of nine to thirty soldiers through vigorous training and operational tasks
- Drafted and documented forms and citations
- Managed logistical and administrative data
- Instructed large classes on topics such as: gender equality, sexual harassment, zero tolerance policy, workplace conduct, and military procedures
- Utilized Microsoft Office to create training documents, presentations, and operation orders
- Negotiated and communicated with civilians, soldiers, and officers to achieve goals

## SKILLS

### ★ Specialities

Organizational Leadership  
Writing & Editing  
Project Management  
Office Administration  
Law Enforcement  
Strategic Operations

### ■ Technology

Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Google Suite

### 💡 Knowledge

MLA/APA/Chicago  
SEO Content  
Design  
Typography  
Research Analytics  
Basic HTML/CSS  
Wordpress

### ♥ Hobbies

Creative Writing  
Reading  
Marathons  
Hiking & Traveling  
Drawing and Design  
Video games  
Coding