

Vu T. Dang

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Highlights

- Excellent Communication
- Analytical and adaptable
- Detail-oriented and fast learner
- Organization skills
- Microsoft Word, Excel, PowerPoint
- Knowledgeable in Google Applications
- 55 WPM keyboarding speed
- Bilingual in English and Vietnamese

Education

California State University, East Bay – Hayward, CA

- **Bachelor of Science in Criminal Justice Administration** 06/2015
- **Bachelor of Arts in Political Science** 06/2015

West Valley College – Saratoga, CA

- **Associate of Science in Administration of Justice** 05/2012
- **Associate of Arts in Communication Studies** 05/2012

Experience

Williams Lea Tag

11/2018 – Present

Office Services Associate at Orrick Herrington & Sutcliffe LLP – Menlo Park, CA

- Operate high volume copy machines and respond to email and phone inquiries
- Perform scanning, printing, and copying of legal documents per client's instructions
- Monitor project progress and provide updates as necessary
- Train new employees and conduct inventory checkup
- Coordinate mail and courier services, and assist with events set up and take down

Warp 9 Microsolutions

12/2017 – 12/2018

Litigation Support Technician – Mountain View, CA

- Processed incoming requests and provided project overview to client and management
- Prepared legal documents by organizing, tabbing, binding, and quality checking of finished work
- Provided reports for intake, status, and delivery of project

Vaco

04/2017 – 11/2017

Legal Agent at YouTube – San Jose, CA

- Reviewed video contents and provided translation from Vietnamese to English for submission
- Supported urgent requests and projects while collaborating with cross-functional teams

Robert Half Legal

01/2017 – 03/2017

Project Assistant at Berry Appleman & Leiden LLP at Google – Mountain View, CA

- Reviewed I-9 documents for completeness and accuracy
- Input employees' data into Guardian system

WeDriveU

02/2016 – 11/2017

Chauffeur

- Provided transportation services to assigned client