

# Vu T. Dang

3481 Rubion Court, San Jose, CA 95148

M: (408) 547-7226

E: [Vdang2004@gmail.com](mailto:Vdang2004@gmail.com)

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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