

# Tiffany Do

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## PROFILE

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Eager, positive, organized student with strong work ethic driven to learn, grow and contribute to bring ideas to life

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## EDUCATION

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**Saint Peter's University, Jersey City, NJ**

Major: **Marketing**

GPA: 3.8

May 2021

Minor: **Graphic Art**

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## WORK EXPERIENCE

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**Saint Peter's University, NJ**

August 2018 - Present

**TRiO Office Assistant**

- Assist with office tasks which include, filing, answering phone calls, scheduling appointments, emailing and faxing paperwork.

**NJ Transit, NJ**

June 3, 2019 – August 2020

**Intern, Marketing and Business Development**

- Assist with distribution of promotional products
- Contact and update various vendors and partners of NJ TRANSIT
- Partnered with BikeRentNYC to encourage customers to take NJ TRANSIT to New York and redeem a promotional offer. Promoted the discount on NJ TRANSIT's Deals & Discounts webpage and social media platform.

**Absolute Events by Corrine, NJ**

November 2019 – March 2020

**Intern**

- Assist onsite with events and aid in the organization of events
- Create surveys and nametags

**Pershing LLC., NJ**

October 2016 - August

2017

**Intern, Asset Service Client Service**

- Assisted in account transfers via ACAT's
  - Communicated with a variety of contra firms regarding ACAT transfer requests.
  - Outreached brokerage firms via fax and email to obtain and confirm information.
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## SKILLS

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- Microsoft Office- Word, PowerPoint, Publisher
  - Strong work ethic
  - Multitask
  - Adobe- Illustrator, Photoshop and InDesign
  - Adaptable
  - Vietnamese (Conversational)
  - Sign Language (Basic)
  - Basic HTML and CSS
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## ACTIVITIES

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- TRiO, Member July 2017 - Present
- Chi Alpha Epsilon December 2018 - Present
- Kappa Pi, Secretary March 2020-Present
- The Pavan Saint Peter's Literary Magazine 2020 January 2020 – May 2020
- Saint Peter's University, Most Noble Order of the Peacock September 2020 - Present