

# Huy "Tom" Tonthat

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## Objective

I seek an administrative or writing position that makes the most use of my experience and my education.

## Skills

- Proficient with Microsoft Office including Excel, Word, Powerpoint, and Outlook.
- Able to prioritize projects with multiple deadlines and supervisors.
- Excellent verbal and phone skills.
- Types 65 WPM.

## Professional Experience

Web Administrator; Accounts Receivable Bookkeeper; Receptionist  
M.E. Fox & Company San Jose, CA 05/2008-12/2008

- Updated and organize website files using HTML and CSS.
- Sold \$2,000 of product via telephone sales.
- Verified details of deliveries and money received from delivery drivers.
- Provided customer assistance during billing issues.
- Answered and directed phone calls.

Administrative & Accounts Assistant; Courier  
PRx Inc San Jose, CA 06/2006-05/2008

- Assisted supervisors with their projects and office tasks using Microsoft Office and Outlook.
- Acquired research for database entries
- Personally assisted the CEO with photocopying, word processing, scheduling her calendar, maintaining the office, and filing.
- Oversaw shipping of outgoing mail, FedEx and event materials to clients, sponsors and news media.
- Drove throughout the Bay Area to transport deliveries and receivables.
- Procured office supplies and client materials while remaining under budget.
- Wrote and created press kits for news media.
- Answered and directed phone calls.

Accounts Assistant Intern  
PRx Inc San Jose, CA 01/2006-05/2006

- Wrote Public Service Announcements to air on TV and radio.
- Assisted in creating press kits for news media.
- Created databases of event attendance and marketing research.

Event Planning Intern  
Asian Student Union San Francisco, CA 08/2004-12/2004

- Designed the seating plan for the Asian American talent show event.
- Wrote press releases to fellow SFSU clubs promoting events.

## Writing Experience

Anime Critic  
*The Escapist Magazine*                      Escapistmagazine.com                      05/2009-Present

- Write reviews of anime television shows on a bi-weekly basis.
- Promote the magazine via grassroots campaigns and social networking sites.

Community Guide; Content Producer  
Associated Content                      Associatedcontent.com                      06/2008-Present

- Resolve user issues with the website.
- Communicate with new users to encourage contributions to the website.
- Produce bi-weekly written articles and reviews.
- Promote the website and enlist new content producers.

## Education

BS in Business Administration, Marketing Emphasis  
SFSU    San Francisco, CA

- Focused on marketing and small business related classes.
- Excelled at English, critical thinking, and public relations classes.

Technical Writing Certificate  
De Anza College                      Cupertino, CA

- Completed classes in Adobe Framemaker and HTML.
- Completed certification in business administration.
- Redesigned the website of the technical writing department.
- Wrote sample documents including manuals and functional descriptions.