

THANH DAN DO

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Falls Church, Virginia

EXPERIENCE	Freelance Artist — Remote Location Virtual arrangements of commissions on various platforms <ul style="list-style-type: none">- Independently manage an online store- Illustrate artwork according to clients' vision- Offer multiple payment plans and procedures- Conduct advertising through social media	June 2015 - Present
	Substitute Teacher — Fairfax County, VA On-site substitute for <i>Fairfax County Public Schools</i> <ul style="list-style-type: none">- Independently supervise students ages 5-18- Follow lesson plans provided by the regular teacher- Adapt methods to fit the needs of each student- Document absences or behavioral irregularities	Sept 2022 - Present
	Professional Organizer — DC, Maryland, Virginia On-site physical organization for <i>B. Dexterous, LLC</i> . <ul style="list-style-type: none">- Organized spaces aesthetically and pragmatically- Creatively solved lack of storage space- Lead operations and teams during shortages- Punctually traveled to and arrived at clients' locations	Aug 2021 - June 2023
	Front Desk Receptionist — Falls Church, VA On-site and over-phone assistance for a physician's office <ul style="list-style-type: none">- Answered calls from current and prospective clients- Scheduled appointments on an online directory- Recorded and sent classified medical documents- Operated incoming and outgoing finances	July - Aug 2018
ADDITIONAL SKILLS	<ul style="list-style-type: none">- Speaks conversational Vietnamese- Quick to adapt to unfamiliar software- Proficient in Adobe Suite and Microsoft Suite- Basic experience in AutoCAD and Revit- Patient and understanding of customer concerns	