

# AMY TU

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## EDUCATION

### University of Oklahoma, Norman, OKC

Expected graduation December 2019

- Price College of Business
- Major: Bachelor of Business Administration in Management Information Systems (MIS)
- Minor: Accounting
- MIS GPA: 4.00/4.00
- Overall GPA: 3.54/4.00
- Relevant Coursework: Computer Based Information Systems, Introduction to Programming, Electronic Business, Business Data Analysis, Non-Procedural Programming, Databases; Accounting: Financial Accounting, Managerial Accounting, Intermediate Accounting I and II

## RELEVANT EXPERIENCE

### Oklahoma County Clerk | Oklahoma City, OK

June 2018 – August 2018

*Intern* | Work hours: 35 hrs/week – Full Time

- Supervisor: Michele Nicholson – [michele.nicholson@oklahomacounty.org](mailto:michele.nicholson@oklahomacounty.org); P: (405) 713-7174
- Checked invoices for current amount due, fiscal year, fund, and improper purchases
- Modified and updated financial statements

## HONORS & AWARDS

- Price College of Business Dean's Honor Roll (3 semesters)
- University College Dean's Honor Roll (2 semesters)
- Grant Thornton LLP Accounting Scholarship (2 semester)
- Business Scholarship (4 semester)
- Academic Achievement RTW (6 semesters)
- Robberson & Croak Scholarship (6 semesters)

## SKILLS & ABILITIES

- Microsoft Word, PowerPoint, Excel, Visual Basic, C#, and Access
- Bilingual in English and Cantonese

## LEADERSHIP & ACTIVITIES

### Phi Delta Alpha Sorority, Inc.

*Vice President Internal*

August 2018 – Present

- Resolve problems or issues within the organization between active members
- Ensure active members maintain knowledge about the sorority

*Director of Academics*

August 2017 – May 2018

- Maintain study hours of each member and conduct academic seminars each semester

*Graphic Design Chair*

August 2017 – May 2018

- Create designs for the sorority such as flyers and save-the-dates

*Publicity Chair*

August 2016 – May 2017

- Promoted events and maintained social media sites with updates about the sorority

**Asian American Student Association** | Member

August 2015 – Present

**Vietnamese Student Association** | Member

August 2015 – Present

## WORK EXPERIENCE

### Uptown Hair & Spa | Oklahoma City, OK

June 2014 – May 2018

*Receptionist* | Work hours: 10 hrs/week – Part Time | Phung Truong – P: (405) 721-4555

- Scheduling appointments at the request of customers
- Regulating cash and card purchases at the cash register

**All About Cha** | Norman, OK

February – October 2017

*Barista* | Work hours: 18 hrs/week – Part Time | Christine Kim – P: (405) 837-3394

- Utilized knowledge of beverage combinations to prepare specialized coffee and tea drinks