

Jimmy Nguyen

■ SF Bay Area, CA ■ Phone (510) 335-0705
■ Jimmynjk7@gmail.com

PROFILE:

Born and raised in the San Francisco Bay Area. Attended school in Southern California. My goal is to acquire more knowledge and work experience in business & data analytics.

RELEVANT COURSEWORK:

Financial Accounting, Managerial Accounting, Principles of Marketing, International Business. Business Finance. Calculus for Business. Micro & Macro Economics. Business Management. Trade: Supply Chain, Logistics & Transportation. Inventory Management A-Z: Supply Chain & Business Operations.

EDUCATION:

Cal State University Long Beach
Bachelor's International Business
Emphasis: Business and Asia
(August 2014 – Fall 2017)

EXPERIENCE:

Simpli Learn – Business Analytics: IBM Partnership Intern

Student and Intern– Remote, Masters Program

June. 2021 – Present

- Agile Scrum
- Business analytics with Excel
- Tableau Training
- Data analysis and visualization with Python
- Mathematical optimization for business problems

Robert Half

Accounting Admin / Contractor – San Mateo, CA

Apr. 2019 – Jan. 2021

Contract work at multiple companies that include various accounting and administrative duties such as:

- Accounting
- Record billing and payment transactions into company database, using internal phone database, and general phone extension lines
- Excel Work
- Dispatch work orders
- Customer service

EQ Tax Service

Accounting & Tax Assistant (contract) – San Jose, CA

Jan. 2020 – July 2020

- Assisting clients with taxes from business owners to sole proprietors
- File and confirm income tax returns on behalf of individuals and businesses
- Confirm invoices
- Accounts payable

GraissetUSA

Marketing Account Manager – Garden Grove, CA

Nov.2017 – Dec. 2018

Graisset USA is a Cosmetic skincare and beauty product brand. The company owns a retail store and wholesale in Southern California.

- Promoting new products for Korean cosmetics.
- Web development, and social media platforms
- Building custom audience
- Managing website and social media accounts
- Wholesale set up, shipping and receiving products.

SKILLS / CERTIFICATIONS

- Basic knowledge in Excel, Word, PowerPoint
- Accounting software: Quickbooks
- Basic knowledge in trade, logistics, & supply chain
- Inventory Management A-Z: Supply Chain & Business Operations