# Tim Nguyen

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**OBJECTIVE**

To be my best and to advance in experience and to obtain as much knowledge

within the company. This will allow me to manage, exercise and execute my previous, sales skills, managing skills, administrative, customer service, and accounting work experience to its highest level.

**EDUCATION**

2001 – 2003 **CALIFORNIA STATE UNIVERSITY FULLERTON Fullerton, CA**

Bachelor Degree in Business Administration

**WORK EXPERIENCE**

07/15 – 03/20 **Student Relief Center Stanton, CA**

Sales/Processing/Assistant Manager

* Take inbound and outbound calls
* One of top sales producers for company
* Analyze client’s loans and information for best government programs
* Follow up with clients on closing the leads
* Process and submit files to the proper Servicers
* Follow up with documents preparation for clients into the program
* Ensure clients completion into the program
* Retain clients and resolve problems for clients
* Re certify clients once a year
* Assist in running the sales floor
* Assist with training
* Assist employees on sales and processing for clients

08/13 – 06/15 **Financial Relief Advocates Tustin, CA**

Sales/Account Manager

* Take inbound and outbound calls
* Enroll clients into student loan consolidation programs
* Follow up with clients on closing leads
* Top sales producer for the company
* Assist and manage sales floor
* Assist in processing and documents preparation
* Retain clients and resolve problems for clients

06/10 – 07/13 **Law Offices of Joel Feinstein/Money Tree Irvine, CA**

Account Manager/Supervisor

* Manage leads among the team for best outcome
* Take inbound and outbound calls
* Top on sales within the company
* Analyze each client situation and access the best option for resolution on their financial and home situation
* Enroll clients in home loan modification, bankruptcy, and debt settlement programs
* Arrange payment schedules to best fit the company and for the client
* Educate clients about products and services to complete sales
* Manage inbound and outbound calls

07/05 – 04/10 **Tony Romas Temecula, CA**

Manager/Admin/AP

* Assist hiring and training new employees as well as continuous training
* Assist in marketing to increase sales and revenue
* Responsible for account payable
* Responsible for purchasing inventory and supplies
* Manage front and back of the house
* Assist monitor monthly budget and labor
* Customer service and follow – up
* Responsible for scheduling meetings and company’s updates
* Follow – up with daily paper work and filing
* Report monthly activities directly to General Manager and CEO

07/03 – 07/05 **Wireless Link Costa Mesa, CA**

Sales Manager/Administrative

* Customer service and sales
* Responsible for account payable
* Activate new mobile phone lines
* Upgrading existing contracts
* Responsible for scheduling meetings and company’s updates
* Inside and outside sales
* Follow – up with customer’s paper work and issues
* Responsible for purchasing inventory and supplies
* Responsible for filing and organizing invoices

06/00 – 05/03 **The Trading Post Huntington Beach, CA**

Account Payable and Receivable/Administrative

* Account payable and receivable
* Responsible for filing and organizing company’s documents
* Responsible for inventory and merchandise organization
* Responsible for ordering supplies
* Customer Service and follow – up

**SKILLS** Proficient in Windows, MS-Word, MS-PowerPoint, MS-Excel, and

the Internet, general computer networking, Peachtree, type 50 wpm, 10-Keys,

fluent in English and Vietnamese.