# Personal Summary

Ambitious and driven recent finance graduate at the University of Washington. Seeking to gain valuable knowledge and experience through internships and professional work.

# Education

**Bachelor of Arts, Business Administration (BABA):** **Finance** **(2019)**

* University of Washington – Tacoma, WA, United States **(2017 – 2019)**
* University of Washington – Seattle, WA, United States **(2015 – 2017)**
* Dean’s List: Spring 2016, Summer 2017, Autumn 2017, Spring 2018, Spring 2019, Summer 2019

# Skills

* Understanding of Accounting Principles GAAP
* Bilingual: English & Vietnamese
* Excellent communications and organizational skills
* Detail oriented with an outstanding ability to multi-task in a fast paced environment
* Solid work ethic and team player with a great attitude
* Microsoft proficiency: Certified in Excel, Word and PowerPoint
* Ability to work independently and in a team setting successfully
* Efficient in computer and technology
* Ability to work under tight deadlines
* Solid business understanding, ability and willingness to learn quickly

# Relevant Courses Taken / Projects

* **Introduction to Accounting & Financial Reporting**
* Learning the basics of income statement revenues & expenses. Balance sheets of assets, liabilities, and equity at specific point in time. Statements of Cash Flows, Double Entry Systems (Revolves around debits & credits).
* **Managerial Accounting**
* Identify behaviors of fixed and variable costs, differentiate between product costs and period cost, describing low-volume-profit relationships and their application, traditional income statement and a contribution margin income statement.
* **Financial Statement Analysis – Equity Analysis Report**
* Research & calculate all areas required of analysis, earnings forecast, valuation of company, recommended investment action, key drivers of revenues and expenses, computing WACC and various financial ratios, absolute valuation model to derive an asset’s intrinsic value (Cash Flows), historical performances, a 3-year forecast of future earnings performance.

# Experience

**Shift Manager September 2017 – Present**

**Linh Son Restaurant | Federal Way, WA**

* Daily operations / Financial reports
* Assist with training new staff
* Provide quality control at the beginning of every shift to ensure everything is ready for opening
* Take inventory for restaurant supplies regularly
* Contribute ideas to gain new customers (Social Media, Loyalty Program, Digital Marketing)
* Record and submit payroll to store manager
* Resolve customers’ concerns

**Youth Leader April 2015 – Present**

**Vietnamese Eucharistic Youth Group Association | Tacoma, WA**

* Mentor and teach youths weekly
* Plan and coordinate youth events for both Youth Group and Vietnamese church
* Create Bi-Weekly lessons for other youth leaders
* Supervising youth leaders within division