

Education

Western Sydney University

Bachelor of Applied Finance

Relevant Coursework: Business & Data Analytics, Financial Modeling, Forecasting, Budgeting.

Sydney, SYD

Sep 2019 – May 2023

Experience

VinMake (Backed by Do Ventures)

Finance Assistant to CEO

Ho Chi Minh city

April 2024 – Now

- **Finance (50%):**
 - Built 3-statement financial models and forecasting tools in Excel and Python to support CEO decision-making.
 - Analyzed revenue streams across multiple product lines and customer segments, identifying cost drivers that led to 12% improvement in gross margin visibility
 - Conducted detailed analysis of inventory turnover, accounts receivable, and payment cycles, providing recommendations that improved cash flow forecasting accuracy by 25%
- **Business Process Analysis & Implementation (30%):**
 - Led company-wide process improvement projects, directly reporting analytical findings and recommendations to CEO for strategic decision-making.
 - Process mapping and optimization: Conducted comprehensive analysis of existing workflows, identifying bottlenecks and inefficiencies across procurement, manufacturing, and payment systems
 - Requirements gathering: Collaborated with department heads to identify pain points, document user requirements, and develop technical specifications for process improvements
- **Client Communication (20%):**
 - Acted as the primary representative for client communications, managing expectations and addressing escalations.
 - Delivered critical updates on production and export timelines, ensuring clarity and satisfaction.

Upwork (Freelance)

Virtual Assistant and Automation Specialist | *n8n* | [Upwork](#)

Remote

March 2025 – May 2025

- Triggered by Gmail incoming message
- Classifies each email (Client, Supplier, Company-forward or Other) via a LangChain-powered AI agent.
- Tags and routes messages based on “PO” vs. non-PO content.
- Downloads PDF attachments (invoices, POs) and runs OCR/extraction.
- Parses line-item data into structured JSON.
- Appends or updates rows in Google Sheets

Data extraction automation

Virtual Assistant and Automation Specialist | *GoogleAppsScript* | [Github](#)

Remote

December 2024

- Recursively look into a folder
- Process all files whose names end with "(NEW)"
- Extracting data from a Sheet named "Payment entry".
- Only process files that has data
- Cleaned destination and pasted to the second row onwards (Headers can be fixed)

Auto upload attachments from Gmail to Google Drive

Virtual Assistant and Automation Specialist | [Github](#)

Remote

March 2025

- Finds emails from a specific address with a specific title.
- Pulls PO numbers, names, and dates from email subjects.
- Save attachments with unique date-stamped names and content of the mail as EML file.
- Stores everything in Google Drive under a chosen folder name, with subfolders for client name (from sender email) and date sent.

Leadership & Activities

BreakdownAI

Developer & AI Integrator

Ho Chi Minh city
July 2025 – Sep 2025

Key Technical Achievements:

- **Multi-Modal AI Pipeline:** Integrated Claude Sonnet 4 for vision analysis, Kimi K2 for Bill of Materials generation, and GPT-120B for intelligent supplier research
- **Firebase Cloud Functions Architecture:** Built serverless backend using Firebase Functions v2 with Express.js, featuring real-time job processing with Firestore job queue
- **Professional Export System:** Created SAP-style CSV export with hierarchical BOM structure and supplier contact information

Technical Stack:

- **Frontend:** React hosted on Firebase Hosting with responsive design, dark/light theme system, real-time polling, drag-and-drop file upload
- **Backend:** Firebase Cloud Functions (Node.js 20) with Express.js, Firestore database, Firebase Admin SDK
- **AI Integration:** Anthropic Claude API, Groq SDK, intelligent token optimization with Sharp image processing
- **Infrastructure:** Firebase ecosystem (Hosting, Functions, Firestore) with 512MiB memory allocation and 300s timeout

Skills

Data Analysis & Business Intelligence:

- **Programming:** Python (pandas, NumPy, statsmodels, matplotlib, seaborn, scikit-learn), SQL (basic queries, joins, aggregations)
- **Visualization Tools:** Tableau (advanced), Power BI (DAX, Power Query), Excel (VBA, Power Query, pivot tables, advanced formulas)
- **Statistical Analysis:** Descriptive statistics, correlation analysis, regression modeling, Monte Carlo simulations, hypothesis testing
- **Database Management:** Data Normalization, Star Schema & Snowflake schema application, Google Sheets (Google Apps Script automation), data cleaning and transformation, ETL processes, Airtable / Lark Base automation.
- **Collaborative & Communication tools:** Notion, Lark, Slack, Linear, Trello