

# Tien Dat Do

tiendat0936@gmail.com • +84 902 630 942



## Education

### Western Sydney University

Bachelor of Applied Finance

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

Ho Chi Minh City  
Sep 2019 – May 2023

### Licenses & certifications

- Prepare data for Exploration | [Google](#)
- Process data from dirty to clean | [Google](#)
- Share data through the art of visualization | [Google](#)
- Python for Finance: Investment Fundamentals & Data Analytics | [Udemy](#)
- Data Analysis with R | [Udemy](#)

## Experience

### VinMake (Backed by Do Ventures)

Assistant to CEO

Ho Chi Minh City  
Apr 2024 – Present

#### • Data & Performance Analytics (60%):

- Build lightweight ETL/ELT in Lark Base/Airtable + Google Apps Script to pull and standardize data from POs, supplier quotes, BOMs, QC reports, invoices, and shipment trackers into central tables
- Model a simple star schema (e.g., fact\_po, fact\_shipment, fact\_qc, with dim\_vendor, dim\_material, dim\_sku) so metrics and joins stay consistent
- Create a metric layer for OTIF (on-time/in-full), lead-time percentiles, defect/AQL rates, yield, cost variance, and margin after logistics/fees — improving gross-margin visibility by 12%
- Build dashboards (Looker Studio / Google Sheets) for inventory coverage, vendor scorecards, and AR/AP aging; improved cash-flow forecast accuracy by 25%

#### • Business Process Analysis & Implementation (30%):

- Do process mapping across procurement → production → QC → shipment; defined SLAs and handoff points; set alert thresholds for late POs, low stock, and high defect rates to cut delays and rework
- Add data validation rules (SKU/size/color normalization, duplicate checks, required fields) and an audit trail to reduce manual fixes
- Standardize data capture templates and a concise data dictionary, making reports reproducible across teams

#### • Client Communication (10%):

- Act as the primary representative for client communications, managing expectations and addressing escalations
- Templatize reporting packs; cut manual prep time by ~40% while keeping definitions consistent

### Data extraction & automation

Virtual Assistant | [GoogleAppsScript](#) | [Github](#)

Remote  
Dec 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 have data
- Cleaned destination and pasted to the second row onwards (Headers can be fixed)

### AI Doc Publisher

AI Ops Engineer | [Guideflow demo](#)

Remote  
Nov 2025

- Built a Python automation script to sync internal Notion documentation to a public help center.
- Integrated Anthropic API to rewrite technical notes into customer-facing articles.
- Connected the Slack API to notify teams for manual review before publishing.
- Implemented a polling system and error handling to ensure data transfer without duplicates.
- **Tech Stack:** Python (requests, notion-client, anthropic, slack-sdk), REST APIs, Cron/Polling.

## Leadership & Activities

---

### TNG Valuation Project

Analyst, [GitHub](#)

Sep 2022 – Dec 2022

- Collected and cleaned price/fundamental data; explored return distributions and correlations (pandas/NumPy)
- Conducted Monte Carlo simulations to forecast revenue, cost of goods sold, and gross profit
- Published visual summaries (matplotlib/seaborn) and a reproducible notebook for decision support

**Stack:** Python (pandas, NumPy, matplotlib, seaborn), Jupyter Notebook

### Financial Modeling and Valuation Project

Data Analyst and Visualizer, [Drive](#)

Jun 2022 – Sep 2022

- Ingested historical datasets from Vietstock/CafeF; normalized schemas and merged time series for analysis
- Created predictive models and sensitivity analyses to evaluate market and business risks
- Delivered interactive visuals for stakeholders (e.g., Plotly/Looker Studio) with clear metric definitions and assumptions.

**Stack:** Python (pandas), Plotly, Seaborn, Jupyter Notebook, Excel

### BreakdownAI

Developer & AI Integrator, [URL](#)

Ho Chi Minh City

Jul 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:

- **Tools:** Python (pandas, NumPy, matplotlib, seaborn), SQL (basic queries, joins, aggregations)
- **Visualization Tools:** Tableau (intermediate), Power BI (some 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