Tien Dat Do

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Education

Western Sydney University   Sydney, NSW
Bachelor of Applied Finance   Sep 2019 – May 2023
Relevant Coursework: Business & Data Analytics, Financial Modeling, Forecasting, Budgeting

Experience

VinMake (Backed by Do Ventures)   Ho Chi Minh City
Assistant to CEO   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

AbeL   Jan 2024 – Aug 2024
Founder

- Negotiated with 12+ suppliers; cut material costs 10% while maintaining QC pass rates.
- Built cost sheets/BOMs for 50+ SKUs; standardized margin calc (materials, logistics, platform fees) for consistent pricing.
- Launched 8+ collections; tightened inventory/QC handoffs to reduce production delays ~30%.
- Ran 15+ flash sales/campaigns; delivered ~90M VND/month revenue and created a repeatable promo calendar.
- Partnered with 10+ micro-influencers; increased social engagement ~30% and converted ~9% of tracked traffic to orders.
- Stood up simple dashboards (Sheets) for SKU profitability, campaign ROI, and defect/return rates.

Upwork (Freelance)   Remote
Virtual Assistant and Automation Specialist | *n8n* | Upwork   Mar 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   Remote
Virtual Assistant | *GoogleAppsScript* | *Github*   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)

Auto upload attachments from Gmail to Google Drive
Virtual Assistant | *Github*

Remote
Mar 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

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

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:

- F**rontend:** 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
- I**nfrastructure:** 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