

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduated: July, 2019
Major: Finance

Selected Courses:

Integrative Business Applications	Global Business Policies
Business Communication	Business Law
International Finance	Statistics for Business
Real Estate Investing and Financing	Corporate Finance

ACTIVITIES & AWARDS:

Delta Chi Psi Fraternity Inc. Vice President of Internal Affairs, New Member Educator, Fall 2017
PHA Landlord HUD Program Certificate of Training, April 2017
Asian American United (MAF) Certificate of Community Outreach, October 2014
Cambodian Association of Greater Philadelphia Certificate in Health Administration – CPR and First Aid, October 2013

EXPERIENCE:

Vertex Real Estate Management, Philadelphia PA May 2016 – August 2017

Independent Contractor / Section 8 Specialist

- Administer services of tenant placement and property management for Section 8 properties
- Contact, screen, and facilitate showings to Section 8 voucher holders update tenant and landlord
- Describe a special accomplishment which demonstrates how you “added value” to the organization or enterprise.

CVS Pharmacy, Philadelphia, PA

April 2015 – March 2016

Pharmacy Technician, Pharmacy

- Support head pharmacist in preparing behind the counter medication by counting, labeling, and packaging over 300 bottles of prescriptions per day
- Provide customer assistance at cashier and with insurance coverages of medications
- Consult customers with general first aid knowledge and guide them to the proper over the counter medications

Brandywine Hospital / Sodexo, Coatesville, PA

September 2011 – August 2013

Food and Nutrition Service Member

- Issue personal care regarding nutritional needs and services geared towards patients
- Assist chefs and kitchen staff with cooking, food preparation, and tray delivery
- Hygienic maintenance with all kitchen equipment and food tupperware

SKILLS & LANGUAGES:

- Advance proficiency of Microsoft Word, PowerPoint, Excel
- Proficient in speaking Vietnamese