**Minh Hoang Vu**

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**Education and Training**

**Diploma** 2024 to 2026

Computer Programming Algonquin College - Canada

**Diploma** 2018 to present

Financial Services Centennial College - Canada

**Bachelor** 2008 to 2012

Finance and Banking The Open University - Vietnam

**Skills Summary**

Language: Python, JAVA, Javascript, HTML5+CSS, PHP

Could/Database: MongoDb, Relational Database (mySQL)

Platforms: Git, Github, VScode, Eclipse, PyCharm, Intellij IDEA

Relevant coursework: Data Structure & Algorithm, Operating Systems, Object Oriented Programming, Database Management System

Area of Interest: Web Design and Development, Mobile Applications

Soft skills: Problem solving, Self-learning, Presentation, Adaptability, Critical thinking

**Experience**

**Licensed Administrative Assistant** 10/2020 to present

Wagner, Livock & Associates Kitchener – Canada

* Providing customer service to existing and prospective customers.
* Providing detailed and high quality administrative and sales support to the advisors and associates.
* Support advisors’ time management by scheduling appointments, crafting client communications, preparing client files, tracking tasks, and preparing meeting summaries.
* Managing, maintaining and enhancing established regulatory compliance processes and procedures.
* Answering customer calls and handling client requests professionally and proactively, referring them to advisors for additional services or financial planning, where appropriate.
* Following up with customer inquiries, supplier inquiries and other organizations
* Manage client relationships using our customer data base, Salesforce, and Sun Life propriety software.

**Peer Tutor** 09/2018 to 12/2019

Centennial College Toronto - Canada

* Assist and help to integrate effective learning and study strategies for students.
* Help tutee identify their strengths and weaknesses to facilitate independent learning.
* Refer to the other resources and services at the college that support student’s learning.
* Active listening and identify problems and offer solutions.
* Provide assistance and guidance for students in School of Business with Canadian Securities, Investment Funds, Retirement Planning, Ethics in Finance, Sale and Negotiation and Marketing Financial Services.

**Accounting Bookkeeper** 07/2013 to 04/2018

Duy Tan Plastic Corporation Ho Chi Minh City - Vietnam

* Record and keep track of day-to-day bank and cash transactions, reconcile accounts, review discrepancies and maintain general ledgers
* Examine, process and maintain financial records and contracts
* Establish and balance accounts using accounting system – SAP ERP
* Administer account receivable, process, verify and record financial documents and forms
* Prepare tax returns, calculate debts, prepare other statistical, overdue debts, financial and accounting reports
* Assist office personnel with bookkeeping questions related to client files and other matters
* Identify and resolve work-related problems

**Teaching Assistant** October 2010 to May 2012

Khoa Tri English Center Ho Chi Minh City - Vietnam

* Assisted teachers with lesson preparation, organizing materials and class schedule, and setting up equipment.
* Effectively reviewed lessons with students to help ensure they comprehend the material.
* Collaborate with teachers to recognize issues students face and find solutions.
* Attend all training classes, parent conferences, and faculty meetings.

**Licenses & Certifications**

2019 Microsoft Office Specialist (MOS) Excel 2016

Microsoft - Canada

2019 Microsoft Office Specialist (MOS) Word 2016

Microsoft - Canada

2019 Life Insurance

The Investment Funds Institute of Canada (IFIC) - Canada

2019 Canadian Investment Funds Course (CIFC)

The Investment Funds Institute of Canada (IFIC) - Canada

2019 Canadian Securities Course 1

Canadian Securities Institute (CSI) – Canada

2019 Retirement Consultant Certificate 1

The Canadian Institute of Financial Planning (CIFP) - Canada

**Activities and Honours**

* Scholarships for 2 years in the Open University – Viet Nam.
* Recognized for excellence as Employee of the Year for 4 consecutive years at Duy Tan Corporation - Vietnam
* Helped provide support to children in need as a Member of Ban Tay Am Charity Organization - Vietnam.
* Voter Assist Terminal Officer (VAT Officer) for The Election Toronto 2018.
* Volunteer to organize and coordinate in the World Organization Day 2018 – ELL Program.