

CONTACT

Phone: (289) 830 9606

Email: thutra.truong@ontariotechu.net

Address: Oshawa, Ontario

Linkedin <https://www.linkedin.com/in/thu-tra-truong-2b6277246/>

PROFESSIONAL EXPERIENCE

Business Development Executive | April 2021 – August 2025

DELBOEL VIETNAM CO., LTD

Supply Chain Specialist

- Responsible for negotiating with customers to develop strategies that manage internal and external logistics, resulting in high supplier performance reports and overall business relationship enhancements: the monthly supplier performance evaluation (according to ISO 9001) from customers to our company is an A+.
- Monitor and maintain supply chain performance. Manage the logistics process and prepare shipment methods. Improve strategies to reduce overall expenditures: Saved operating costs by combining shipments.
- Negotiate with customers to assess inventory and delivery plans, resulting in cost savings and fostering customer trust.
- Enhance relationships with customers, namely Piaggio, Marshall, Siemens, Jabil, Fujikura, and some sub-suppliers for the end customer is Honda.

Customers' data management

- Collect and record customers' data and generate reports using Excel (Statistical functions, Pivot table, etc.)
- Analyze and make precise decisions on manufacturing and purchasing plans by using customers' forecasts and historical data.

New software development

- Outlined the workflows of the business department, as well as the cooperation process between business departments and others.
 - Worked with the new portal and gave suggestions to the technical team to improve the software
-

EDUCATION

Ontario Tech University | 2025 –2026

Master of Business Analytics and AI

Studying the first semester with the coursework: Business Analytics, Programming and Data Processing, Visualization and Storytelling

Academy of Finance | 2017 – 2021

Bachelor of Accounting

- Majored in Accounting at the Advanced Education Program, oriented towards ACCA.
 - GPA: 3.2/4.0
-

ACTIVITIES

IT CLUB | 2017 – 2021

Vice president

My responsibilities were planning events and training students as part of the club's activities. I gained communication skills and learned how to handle large numbers of students in the class. My duties also included designing and implementing developmental activities for the class, as well as coordinating teamwork for better performance.

SKILLS

- Strong Mathematical Skills
- Data gathering and analytics skills
- Logistics, risk, and cost management skills
- Fluent in Microsoft Word, Excel, PowerPoint, and Adobe PDF
- Beginner to Python
- Excellent organizational skills and attention to detail, ability to work under pressure
- Good at communication and teamwork