**HUY LAI**

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**QUALIFICATION SUMMARY:**

* Capable of reliably fulfilling development schedule requirements. An optimistic demeanor and a proactive mindset
* Languages: Proficient in Vietnamese and English, effective verbal, written, and interpersonal communication.
* Detail-oriented with syntax, strong organizational skills with the ability to carry out tasks with minimal supervision.
* Knowledge of Agile Methodologies Scrum and experience with common programming language such as Visual and Visio.

**EDUCATION:**

**Associate of Science in Accounting** Graduation June 2020

El Camino College, Torrance, CA 90504

GPA of 3.5

**Bachelor in Business Administration**  August 2013

Ho Chi Minh City University of Foreign Languages – Information Technology, Viet Nam

GPA of 3.5

**RELEVANT COURSEWORK:**

• Financial Accounting • Intermedia Accounting • Income Tax Accounting

• Managerial Accounting • Cost Accounting • 10–K Group Presentation

**PROFESSIONAL EXPERIENCE:**

**Employment Program Representative** November 2020 – May 2022

Employment Development Department, Link Anaheim ARU 019, CA

* Telework to help Californians file the Unemployment Insurance Claim.
* Calculate and check claimant's wages, employer information, MBA, and WBA if they qualify for the UI
* Detail-oriented with numbers and paperwork to make sure that claimant receive timely payment

**Student Worker - Tutor** August 2019 – October 2020

El Camino College, Torrance, CA

* Assisting students with the homework of Accounting and Economy.
* Working with students to help them understand the key concepts of Accounting and Economy, especially those learned in the classroom.
* Improving grade by helping to review papers, test preparation, research, and other academic tasks.

**Assistant Coordinator** January 2015 – July 2018

Representative Office of Bangkok University in Viet Nam

* Assisted the chief manager in business operations as directed
* Tracked the progress of weekly, monthly and annual objectives such as KPI and visa process of students
* Designed and implemented efficient marketing strategies aimed at attracting potential students and expanding school networks, increasing revenue by at least 15% per year

**CERTIFICATION:**

Equity Tutor Training of Reading Success Center at El Camino College September 2019

Professional Development of EL Camino College Student Leadership Institute December 2019