

## Contact

xvtran@hotmail.com

[www.linkedin.com/in/vuongqtran](http://www.linkedin.com/in/vuongqtran)  
(LinkedIn)

## Top Skills

Computer Proficiency

Problem Solving

Photoshop

## Languages

English (Native or Bilingual)

Vietnamese (Limited Working)

# Vuong Tran

Executive Assistant at Personal Real Estate Corporation  
Surrey, British Columbia, Canada

## Experience

### Personal Real Estate Corporation

#### Executive Assistant

January 2017 - Present (6 years 1 month)

Vancouver, British Columbia

- Liaised with vendors, lawyers, notaries, and other realtors to ensure Real Estate deals complete successfully, playing a role in the completion of over 30 Real Estate transactions within a single year.
- Ensure all requests and inquiries are handled as professionally and efficiently as possible which includes researching properties and zoning.
- Designed marketing materials for print and social media.
- Bookkeep receivable funds and expenses for both Real Estate and Construction and issuing invoices for vendors.
- Reviewed legal contracts and legal documents on a continuous basis.
- Various administrative tasks which required the usage of Adobe Acrobat Reader, Microsoft Office, and Gmail.

### HTL Construction Ltd

#### Executive Assistant

March 2018 - Present (4 years 11 months)

Vancouver, British Columbia

- Tracking tradesmen hours.
- Organized receipts and invoices for expenses and issue invoices for receivables and keep books up to date for all transactions.
- Assist in coordination of construction projects to completion and project management through follow ups and communicating with all members of the project.
- Assist in drawing up lease agreements for new and current tenants, keeping our spreadsheet of tenants of over 20 properties up to date at all times.
- Addressing tenant concerns and problems that arise by calling in the right handymen or technicians.
- Improved my understanding of house construction and renovations through field inspections.

Public Works and Government Services Canada | Travaux publics et  
Services gouvernementaux Canada

Administrative Assistant

March 2015 - March 2015 (1 month)

Vancouver

- Worked within a team tasked to preserve, store, and access public records.
- Continuously participating in record access improvement.
- Attentively multitasking between projects by prioritizing department deadlines.

Recall

General Labour

August 2014 - February 2015 (7 months)

Surrey, BC

- Worked independently with minimal supervision to receive and organize client's documentation and confidential records.
- Worked in a fast pace environment to assist clients to access documentation in an accurate and timely manner.

Electronic Arts (EA)

Quality Assurance

July 2008 - September 2008 (3 months)

Burnaby, BC

- Tested games and content for errors and glitches to ensure smooth game play
- Identified and reported glitches to software programmers
- Collaborated with a team of 10-12 people to ensure functional multiplayer mode

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## Education

Simon Fraser University

Bachelor's Degree, Health Sciences · (2011 - 2014)

Kwantlen University College

Associate of Science (AS), Biology, General · (2009 - 2011)