

# AN TRAN

1320 Wine Creek Ct, Allen, TX 75002  
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## PROFESSIONAL SUMMARY

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Skillful in collecting, reviewing and modeling financial data in order to prepare complex reports used in budget development. Knowledgeable about revenue and expenses, compliance requirements and finance practices.

## SKILLS

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- Customer service
- General manager
- Content marketing
- Social content planning
- Research
- Project management
- Detail-oriented
- Strong compositional skills
- Adobe Creative Suite
- Organizing materials
- Budgeting
- Negotiation
- Consulting
- Fluent in Vietnamese
- Cultural communications
- Strategic decision making

## WORK HISTORY

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09/2017 to 03/2018 **Social Media Coordinator/Photographer**

**Progressive Overload Dallas** – Richardson, TX

- Posted new content for products and services when managing marketing and release calendars
- Photographed daily events on-site as well as large events such as USA Powerlifting meets
- Increased customer engagement through social media
- Developed marketing content such as blogs, promotional materials and advertisements for social media
- Wrote social media content to increase engagement with customers
- Interacted with fans and clients in effort to take advantage of positive posts and feedback to boost brand identification

07/2016 to 05/2017 **Cook Prep Cashier**

**Sucre Café Plano** – Plano

- Responsible for the preparation of food as well as processing raw ingredients
- Restocked inventory and ingredient items to maintain optimal kitchen efficiency
- Learned new menu offerings and options easily to assist customers with selecting items
- Distributed food to wait staff quickly to provide excellent customer satisfaction
- Completed training to learn additional techniques for making new and seasonal items
- Prepared average of 9 menu items per shift
- Cleaned counters, food preparation areas and equipment with sanitizing spray to

prevent cross-contamination from raw meat and other items

- Prepared identical dishes numerous times daily with consistent care, attention to detail and quality

10/2014 to 05/2015 **Sales Associate**

**J. Crew Factory Store** – Allen, Texas

- Trained and developed new sales team associates in products, selling techniques and company procedures
- Liaised with customers and recommended specific products and specials, aligning with individual needs, requirements and specifications
- Prepared merchandise for sales floor by pricing or tagging
- Delivered high level of assistance by locating products and checking store system for merchandise at other sites
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas
- Educated customers on promotions to enhance sales
- Processed product returns and assisted customers with other selections

08/2012 to 02/2014 **Volunteer Caretaker**

**Frisco Sunrise Senior Living** – Frisco

- Involved in serving meals to senior residents of the facility
- Engaged in daily memory enhancement activities, including playing games and having a conversation with the residents to help them exercise memory and cognitive skills

## **EDUCATION**

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12/2018

**Bachelor of Science: Economics**

**The University of Texas At Dallas** - Richardson, TX

**High School Diploma**

**John Paul II High School** - Plano, TX