

# ANH VUONG

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## EDUCATION

### The University of Texas at Dallas

December 2020

B.S., Finance; Minor in Information Technology System

### The University of Texas at Austin

December 2021

Full Stack Web Development Certificate

## EXPERIENCE

### Bank of America – Relationship Banker; Austin, TX

October 2020 – Present

- Educate clients on how to conduct banking transactions through technologies resulted in \$24,000 in revenue
- Advise clients on available banking products that are beneficial to them increasing financial center's revenue by 25%
- Comply with established processes and guidelines in daily activities to do what is right for clients and the bank, adhering to all applicable laws and regulations
- Provide clients with financial advice to help protect clients from financial fraud and guide clients to their financial goals, which resulted in increased revenue in mortgages, credit cards and auto loans totaling over \$2.2M in cash flow

### Griffith & Company, CPA – Tax Intern; Flower Mound, TX

January 2020 – March 2020

- Prepared 24 individual, corporation, and partnership tax returns packages totaling \$1.1M in tax return
- Researched timing of partnership filing and consulted client on financial impact
- Coordinated communications with individual and partnership clientele by answering questions and requesting additional information if needed
- Complied 50 tax fillings, filled out corresponding tax documents and cross checked using historical tax fillings

### Siciliano's A Taste of Italy – Server; Garland, TX

January 2019 – March 2020

- Served more than 70 parties during 5-hour shift including handling 40 parties at a time resulting in managing over \$500 in sales
- Provided honest recommendations for alcoholic beverages and appetizers, which resulted in a 20% increase in sales
- Prepared for 250 weddings, graduations, and birthday parties by customizing specific decorations for the event

### Austin Telco Federal Credit Union – Teller; Austin, TX

June 2018 – January 2019

- Received \$5K in deposits and loan payments per shift on average, cashed checks and recorded mail deposits
- Consulted members to choose between cashier's checks, teller's checks, money orders, and cash advance that fit their financial needs resulting in 10% increase in revenues
- Managed 20 cash transactions per shift by counting currency and maintaining \$5K in cash
- Complied with bank operations and security procedures by participating in all dual-control functions including maintaining customer traffic surveys and assisted in certification of proof

## TECHNICAL SKILLS

Tools: Microsoft Excel, Word, PowerPoint, SQL  
Language: JavaScript, HTML/CSS  
Software: Tableau Desktop Specialist Certification

## ADDITIONAL INFORMATION

Languages: Fluent in English and Vietnamese  
Eligibility: Authorized to work in the U.S with no restriction

