

Anh Vuong

www.linkedin.com/in/anhvg

EDUCATION

The University of Texas at Dallas

B.S., Accounting

May 2018

GPA 3.8

Fairleigh Dickinson University – Vancouver, Canada

B.S., Business Administration; Minor in Finance

September 2011 - May 2014

GPA 3.2

BUSINESS EXPERIENCE

Lincoln Webb Corporation

July 2015 – Present

Office Assistant/Customer Services and Trainer

- Delivered basic consultation and services to 5+ clients per day to increase clients' satisfaction
- Performed regular business administrative duties such as answering phone calls and writing professional business letters to clients and agencies
- Analyzed and evaluated clients' tax returns
- Managed and trained 2-3 employees about customer services and legal documentations filling.
- Assigned tasks and evaluated fellow employees' works resulting in increased of operation efficiency
- Reviewed colleagues' performance and reported to the manager

ACADEMIC PROJECT

Introduction to Business Administration

September 2012 – December 2012

- Developed a 20 pages business plan for a fictional boutique hotel in Vancouver, Canada
- Designed a presentation to present the project to 50 other students in the class
- Identified mission statement, environmental analysis, financial budgeting, SWOT analysis and marketing plan for the company

LEADERSHIP EXPERIENCE

Intramural "Business Gives Back" Competition

Spring 2017

- Researched and developed a proposal to raise awareness about hydraulic fracturing
- Presented the proposal and responded to questions in front of judges and audiences
- Placed first out of ten teams

ADDITIONAL INFORMATION

Technical: Advanced Microsoft Office

Languages: Fluent Vietnamese

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions