

Bentre Nguyen

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Experience

Business Analyst, Intern

Bulgaria Innovation Hub

November 2022 - Current

Created expense spreadsheets and performed financial reconciliation for 2022 and 2023 for use by accounting. Cleaned and compiled contact data for Salesforce CRM implementation.

Database Development Consultant

Au Co Vietnamese Cultural Center

December 2020 - Current

As a part of the Marketing, Communication & Fundraising Team, revamped and consolidated existing roster registration spreadsheets. Used Google Sheets queries to add name, ID search, and gradebook lookup functionality.

Data Extraction Consultant

The Durham Manufacturing Company

April 2021 - December 2021

Perform web scraping using Python and BeautifulSoup to collect price and other relevant data from various vendors for both the client's products as well as their competitors'. Used Pandas to clean and format the data for later use in Excel.

Leadership

Lead Coordinator

Oakland Asian Student Educational Services (OASES)

June 2018 - May 2020

Co-led team of ~15 coordinators and 100+ UC Berkeley mentors to provide tutoring services at 3 local elementary schools. Duties included: preparing for and leading 3-4 weekly meetings, interviewing and training new coordinators, maintaining relationships with the student union and related organizations.

Finance Manager

Oakland Asian Student Educational Services (OASES)

June 2019 - May 2020

Organized and allocated budget for each semester. Processed reimbursement payments for coordinators for transportation and event costs. Maintained existing grant requirements with the student union and applied for new grants.

Technology Manager

Oakland Asian Student Educational Services (OASES)

June 2018 - May 2020

Organized spreadsheets and documents for recruitment, daily tutorial attendance, budgeting, weekly meetings, and onboarding new coordinators. Created and maintained the organization website. Updated onboarding instructions for all Lead Coordinator roles.

Skills

Python (Numpy, Pandas, Scikit-learn) | SQL | R | HTML/CSS/Javascript
MacOS, Windows 10
Familiar with Tableau, MS Office

Education & Certificates

University of California, Berkeley / B.A. in Data Science

August 2016 - May 2020, Berkeley CA

- Domain Emphasis in Economics
- Relevant courses: Principles & Techniques of Data Science, Foundations of Data Science, Data Structures

IBM Data Science Professional Certificate

by IBM on Coursera

Completed - February 10, 2021

Google Data Analytics Professional Certificate

by Google on Coursera

Completed - September 13, 2023