

# QUAN ANH VU

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## EDUCATION

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### BRANDEIS UNIVERSITY

*B.A., Psychology, GPA 3.6/4.0, full-tuition scholarship*

Waltham, MA

Expected 05/2015

### MACAULAY HONORS PROGRAM AT CUNY BARUCH COLLEGE

*B.B.A., Industrial/Organizational Psychology, GPA 3.7/4.0, full-tuition scholarship*

New York, NY

08/2011 – 05/2013

## EXPERIENCE

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### BRANDEIS UNIVERSITY OFFICE OF HUMAN RESOURCES

*Incoming Human Resources Intern*

Waltham, MA

01/2015 – 05/2015

- Provide high level of customer service to visitors to the Employment Relations Office
- Process resumes and I-9 information and conduct phone screenings of potential candidates
- Prepare materials for orientation and conduct orientation for incoming employees
- Update various databases including application flow, HRIS using Microsoft Office and PeopleSoft

### NEW YORK UNIVERSITY CHILD STUDY CENTER

*Summer Program for Kids (SPK) Intern / Recreational Camp Counselor*

New York, NY

05/2014 – 08/2014

- Worked with a team to review and track the progress of 12 children with ADHD aged from 10 to 11
- Conducted one-on-one coaching session to target children's behaviors using verbal and written daily evaluations
- Processed and maintained confidential clinical reports in the university database

### DELOITTE TOUCHE TOHMATSU LIMITED

*Tax Consulting Intern*

Hanoi, Vietnam

06/2012 – 08/2012

- Consulted clients regarding complications from tax inspection that generated approximately USD 48,000 in fees
- Drafted contracts to be submitted to Tax Managers and Partners before the onboarding of prospective clients
- Performed administrative tasks such as processing and registering tax documents with tax authorities

### LEADERSHIP IN FIGHTING AN EPIDEMIC – GLOBAL AIDS PROGRAM

*Human Resources / Administrative Intern*

Hanoi, Vietnam

07/2010 – 09/2010

- Facilitated discussions during training of practitioners and assessed the progress of the session with supervisors
- Collaborated with Human Resources to review 20 applications during the recruitment cycle of Fall 2010
- Maintained company's database records and came up with innovative solutions to backlog

## LEADERSHIP ACTIVITIES & EXTRACURRICULARS

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### THE VALIDITY OF INFORMATION ON THE INTERNET ABOUT AUTISM

*Research Assistant to Cong Tran Ph.D & Bahr Weiss Ph.D, Vanderbilt University*

Waltham, MA

10/2014 – Present

- Conduct research into the validity of Vietnamese sources on the Internet regarding Autism
- Perform literature reviews on 500+ Vietnamese news, websites articles, and personal blogs detailing the characteristics, causes, types of treatments, and outcomes of Autism Spectrum Disorders
- Plan and code testing variables using qualitative analytic software ATLAS.ti

### ALPHA DELTA PHI FRATERNITY, MIDDLESEX CHAPTER

*Recruitment Chair*

Waltham, MA

05/2014 – 11/2014

- Organize extensive recruitment campaign to recruit prospective members into the organization
- Plan marketing projects by creating clear channels of communication to prospective members
- Host information sessions in Waltham to present different aspects of the organization to prospective members
- Conduct interviews and maintain the recruitment database records to select the most ideal candidates

### INVESTMENT MANAGEMENT GROUP AT BARUCH COLLEGE

*Analyst – Financial Institution Group (FIG) & Equity Research Group*

New York, NY

01/2012 – 12/2012

- Conducted top-down analysis using economic indicators and narrowed down industry-level investing opportunities
- Crafted investment rationales using company's business model, price performance, and other fundamentals
- Collaborated with industry coverage groups, risk team and financial modeling team to refine investment strategies
- Drafted equity research reports on large and profitable positions in IMG's simulated and real-money portfolio

## ADDITIONAL INFORMATION

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- **Computer Skills:** Proficient in PeopleSoft, Microsoft Office, ATLAS.ti, SPSS, and Java
- **Languages:** Vietnamese - Native; French - Conversational; Italian – Conversational