**EDUCATION  
Bachelor of Arts in Business,** University of Washington Bothell *June 2021*

* Marketing Option, Technology and Innovation Management Concentration
* Dean’s List: Winter 2020, Spring 2020, Summer 2020, Autumn 2020

**WORK EXPERIENCE**

**Associate Consultant,** The Spur Group *November 2021 – Present*

* Develop project schedules, define timeframes, prioritize tasks, and monitor progress to achieve project milestones and deliver intended objectives
* Implement near-term and long-term solutions to improve business efficiency, performance, and cost control with business needs and goals of clients and key stakeholders
* Formulate mitigation plans to proactively manage risk in anticipation of deadlines and deliverables

**Marketing Consultant,** Kirgan Consulting *November 2020 – August 2021*

* Collaborate with senior partners and other interns to gather and analyze data to report to clients
* Formulate advertising and budget strategy advising business partners utilizing detailed data analytics
* Built lasting relationships through strong customer service strategies and applying a positive attitude

**Building Manager,** Activities & Recreation Center *September 2019 – June 2021*

* Assist a diverse community on both the University of Washington Bothell and Cascadia College campuses to ensure quality events and performances while enforcing building policies
* Collect and analyze data to present and collaborate with professional staff to improve operations

**ADDITIONAL EXPERIENCE**

**Vice President of Chapter Operations,** Delta Sigma Pi *June 2020 – June 2021*

* Function as chapter secretary, recording the minutes of all meetings of the chapter, filing all reports, and communicating with the Central Office
* Coordinate strategic planning sessions with the chapter executives addressing processes, challenges, solutions, and improvements

**Chapter Division Lead,** Vietnamese Eucharistic Youth Movement *September 2017 – Present*

* Plan, supervise and coordinate weekly tasks for students ages 4 – 18 to build teamwork and knowledge in an interactive, fun environment that fosters student development
* Collaborate and plan various regional events and trainings among a network of boards with productivity, quality, and visionary direction

**ADDITIONAL SKILLS**

* Familiar and comfortable with quantification; capable of collecting and analyzing relevant data in order to manage demanding situations
* Experienced in coordinating and building partner and customer relationships through active listening, communication, and interpersonal skills
* Fluent in Vietnamese