

# CINDY VU

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## Objective

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To obtain a position in the business management field where my knowledge, skills, and ability will further advance.

## Education

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### BACHELOR OF ARTS – GEOGRAPHY, GEOGRAPHIC INFORMATION SYSTEM TRACK

University of Washington

September 2015 - June 2019

### MASTER OF SCIENCE – URBAN PLANNING, GEOSPATIAL TECHNOLOGIES

University of Washington

September 2019 – Present

## Skills

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- Proficient in English and Vietnamese.
- Experience with internal and external communication within a diverse community.
- Executive decision making. Able to manage a team, and work under high-stress situations.
- Proficient in HTML, CSS, and JavaScript.

## Work Experience

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### CITY OF KENT – KENT, WA

December 2019 – April 2020

#### *GIS Intern*

- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic sites.
- Created GIS database to store data on historical sites in Kent.
- Used Survey123 to perform inventory of historical sites and created StoryMaps.

### COHO REAL ESTATE – Seattle, WA

#### *Property Manager*

August 2018 – September 2019

- Communicate on a regular basis with vendors & contractors to reduce company expenses.
- Sustained healthy relationships with clients by resolving issues and maintenance requests in a timely manner.
- Lead role in implementing new marketing strategies for Leasing Agents/ Interns.
- Trained and mentored new Sales and Marketing Interns.

#### *Sales and Marketing Intern*

May 2018 – August 2018

- Maximize use of marketing tools to increase project traffic weekly.
- Developed procedures, customer service techniques and established team goals.
- Tour and lease apartments meeting monthly quotas.

### CVS PHARMACY – Seattle, WA

August 2015 – August 2018

#### *Cashier*

- Performed cashiering duties while addressing customer needs.
- Increased loyalty program registration by 5% yearly.

### DIAMOND PARKING SERVICES – Seattle, WA

August 2016 - February 2017

#### *Administrative Assistant – Accountant*

- Performed Administrative Assistant duties and office support; managed and organize files.
- Verify daily deposit transaction for multiple bank accounts; research bank and credit card monthly fees.
- Independently research and resolve outstanding reconciliation items and performed routine accounting functions.