

LINH THAO HUYNH

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EDUCATION

American University | Washington, DC

Expected May 2023

GPA 3.85

Majors: Economics (B.S.) | Data Science with a strong interest in Accounting

Minor: International Studies

TECHNICAL SKILLS

Advance Level

R Analytics | Data Compilation and Manipulation | Memo and Article Writing | Excel | Google Software/Drive

Proficient Level

STATA | Graphic Designing | Adobe Applications | Market Research

Beginner Level

Python | Quickbooks | Tableau

PROFESSIONAL EXPERIENCE

AMERICAN UNIVERSITY | Washington, D.C.

Supplemental Instructor

January 2022 -Present

- Assisting two faculty members with their accounting courses and overseeing 130+ students
- Providing academic support to students with out-of-class review sessions and one-on-one tutoring sessions
- Plan review lessons, organize large in-person review sessions, compile data on students' performance, attend classes to aid in the logistics of class lectures
- Manage course's Canvas pages and responds to daily emails from professors and students

TONIC | Washington, D.C

Hostess

August 2021- November 2021

- Assisted customers, booked reservations, coordinated large events, and trained 4 new employees
- Oversee the designation of tables to the correct server's section

TUGOOH TOYS | Washington, D.C

Sale Associate

August 2020- January 2021

- Assisted customers, conducted sales, managed inventory, and trained 4 new employees
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RELEVANT COURSEWORKS

FUNDAMENTALS OF MANAGERIAL ACCOUNTING

- Practice of recording and preparing of cost accounting for internal decision makers
- Posted journal entries for completed jobs to the T-accounts

FUNDAMENTALS OF FINANCIAL ACCOUNTING

- In-depth practice of recording and preparing the financial statements financial statements for firms
 - Minor experience in analyzing a firm's financial performance compared to competition
 - Written memos on the financial growth of contemporary corporations
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SOFT SKILLS

Strategic Planning | Detail-Oriented | Time Management | Leadership | Engaging | Administrative Work
Extremely Organize

Vietnamese (Fluent) | German (Intermediate)

CAMPUS AND COMMUNITY INVOLVEMENT

Omicron Delta Epsilon: Economics Honor Society

January 2022 – Present | Honor Member

BRASAU | American University

September 2021 – Present | Club Member

AU First-Generation Student Union | American University

September 2020 – Present | Club Member

Circle K International | American University
Thrive DC | Washington, DC
Staff

September 2019 – Present | *Club Member*
September – December 2019 | *General Student*