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| Jeremy Tran | | | Chicago, IL 60660 |
| Jerremytran@gmail.com | | | (872) 806 - 3123 |
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| **EDUCATION** | | |  |
| **University of Urbana-Champaign – College of Liberal Arts & Sciences**  *Bachelor of Mathematics;* | | | **Chicago, IL** |
| * GPA: 3.73 * Relevant Coursework: Real Analysis, Number Theory, Applied Complex Variables, Statistics and Probability, Fundamental Mathematics (Discrete Math), Abstract Linear Algebra, Microeconomics, Macroeconomics, Multivariable Calculus, Differential Equations, Intro to Computer Science 1, Intro to Philosophy | | | |
| **WORK EXPERIENCE** | | |  |
| **Office of CPA and Associates LTD**  *Junior Tax Accountant* | | | **Chicago, IL**  *June 2021 – Present* |
| * Oversaw the payroll of 20+ Vietnamese owned businesses on a week-to-week basis which included handling sensitive data such as employee SSN, Address, and Income. * Completed accounting for the office and other Vietnamese restaurants with over $800,000 in annual income. Reviewed months of credit card purchases, utility bills, and receipts. * Provided customer support in filling important tax forms and applying for business loans. Translating information, paying off dues, completing mandatory business forms. | | | |
| **Glamour Nails and Spa**  *Receptionist* | | | **Chicago, IL**  *June 2020 – Present* |
| * Coordinate 7-day appointment schedules. Implemented scheduling system that made the business 300% less likely to overbook and boosted client retention by 100%. * Provided customer service while bridging the language gap between customers and employees streamlining communication. * Prepped the spa for service increasing productivity by 100%: stocking supplies, providing equipment for nail techs, handing out complimentary items. * Oversaw cashier functions, custodial functions and bookkeeping for the income generated by the business daily. | | | |
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| **UIUC E-SPORTS**  *Captain* | | **Chicago, IL**  *Jan 2023 – Current* | |
| * Lead a team of 7 players through multiple tournaments against the top 1% and accrued monetary prizes. * Gave moral support through tough losses, long practices, and disputes. * Maintained a professional look for our multitude of sponsors, some of which are billion-dollar companies.   **Vietnamese Student Association Chicago, IL** *Dance Coordinator May 2024 - Current*   * Coordinated a large cultural dance with 15 people. * Hosted weekly practices and work out sessions to keep up with a planned schedule. * Coordinated with other coordinators to align my dancers schedules and plan a unified performance. | | | |
| **ADDITIONAL INFORMATION** | | | |
| *Skills:*  *Computer:* | Proficient in Vietnamese, Basic in Spanish, Basic Accounting (Cash & Accrual Methods)  Proficient in Excel, Word, Kotlin | | |