

Sierra Nguyen

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PROFESSIONAL EXPERIENCE

Educational Data Systems Inc, New York City, NY – *Project Accountant* June 2021 – present

- Perform all accounting features in accordance with requests from four federal funders of annual grants totaling over \$10M such as monthly billing and invoicing, performance metric tracking, reviewing monthly budget to actual, preparing and modifying budget, pulling expense data reports and building dashboards to advise program leaders on their expense.
- Ensure data quality of the accounting system and track quality assurance procedures.
- Manage vendor relationships and account oversight.

INTERNSHIP EXPERIENCE

Sellics Marketplace Analytics Inc, New York City, NY – *Revenue Intern* August 2020 – May 2021

- Hosted weekly meetings with clients to help set up their advertising strategies and maximize their usage of the software.
- Conducted research on existing customers product adoption and behavior, and generated usage reports with derivative calculations using CRM tools such as **Salesforce**, **Outreach** and **Fresh Success**, as well as **Microsoft Excel**.
- Automated the generation of data analytics reports using **Python**, enabling the team to identify inefficiencies in platform usage and make recommendations that help optimize the clients' business strategy while making the most use of Sellics.

Suzy Inc, New York City, NY – *Recruiting Intern* February 2020 – March 2020

- Streamlined interview processes for 50+ candidates in Product, Technology and Marketing Departments.
- Consolidated data to enable the *Applicant Tracking System (ATS)* migration, which involved updating and reorganizing job descriptions, troubleshooting the new system and corresponding with ATS agencies to communicate data requirements, retrieving and transferring data across ATS platforms as well as to relevant parties.

LEADERSHIP

VietLit [[link](#)] November 2020 – November 2021

Project Manager, Human Resources Manager

VietLit is an online literature platform whose goal is to honor original works by Vietnamese authors and nurture a passionate and supportive community for online Vietnamese literature. Our values include *quality, creativity, familiarity, culture and orientation*.

- Designed and managed the organizational structure of the project. Grew the team from 6 to 30+ committed and talented young people of various disciplines. The team has collectively been running social media campaigns, which have attracted 3,100+ followers within five months, in preparation for the launching of our official website.
- Developed and managed the network and relationships between the team and stakeholders, including users, authors, advisors, partners and publishers.
- Resolved conflicts within teams and developed strategies to build connection with new stakeholders.

Saigon Dating Project [[link](#)] June 2020 – August 2020

Project Manager, Human Resources Officer, Data Analyst

The goal of Saigon Dating Project is to explore the dating scene in Ho Chi Minh City, Vietnam and leverage data insights to help address customers' problems and concerns about dating and relationships.

- Led a cross-functional team of 13 people from various professional backgrounds to successfully conduct primary and secondary market research and run social media campaigns that attracted 1300+ followers, and organize one dating event that received very positive feedback.
- Designed a **Qualtrics** survey and analyzed survey data from 500+ respondents using **R** and **Python** to generate two data insights reports and one customers segmentation report.

EDUCATION

Dickinson College, Carlisle, PA, USA May 2021

Bachelor of Arts

- **Double majors:** Quantitative Economics & Political Science
- **Cumulative GPA:** 3.9/4.0 *summa cum laude*
- **Honors:** Bruce Andrews Prize in Political Science, Alpha Lambda Delta Honor Society, Pi Sigma Alpha Honor Society
- **Campus engagement:** Center for Sustainability Education, College Advancement Office, Dickinson Mock Trial Association, Vice President of Dickinson Consulting Club, Trout Gallery Ambassador Program

Baruch College, Zicklin School of Business, New York City, NY, USA – *Off-Campus Study Program* Spring 2020

ADDITIONAL SKILLS

Technical skills: STATA, R, Python, SQL, Tableau, PowerBI, IBM Cognos Analytics, Microsoft Excel, PowerPoint, SAP Concur

Languages: Fluent in English and Vietnamese