

# Son Cao Phan

## Education

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<b>University of Maryland</b> Bachelor of Science of Economics Major courses: Advance Microeconomic, Econometrics, Game Theory, Econometrics for Finance, and Uncertainty. Major GPA: 3.09	Graduating in May 2020
<b>Prince George Community College</b> Association Science of Social behavior (Accounting) with honors GPA: 3.67	Completed 2017
<b>Economics University in Ho Chi Minh City in Vietnam</b> Bachelor of Art of Finance and Banking	Completed 2009
<b>Vietnam National University in Ho Chi Minh City</b> Bachelor of Sciences of Physics	Completed 2005

## Working Experiences relate to my major

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<b>The Department of The Treasury, Departmental Offices</b> <b>Intern at Digital Team OCIO</b>	02/03/2020-3/13/2020
<ul style="list-style-type: none"><li>- Migration of Treasury.gov Pages</li><li>- Code.gov Data Collection Project</li><li>- Participation in Daily Scrums for Treasury.gov and Interns</li><li>- Creation of Web form for Code.gov</li></ul>	
<b>Pacific Century, LLC</b> <b>Bookkeeper</b>	08/2014- Present
<ul style="list-style-type: none"><li>- Data Entries and prepare financial reports.</li><li>- Followed bad debt and issuing “pay or quit” if needed</li><li>- Received application forms that new tenants that want to move in</li></ul>	
<b>Housekeeper Days Inn (Wild Wild West in Las Vegas)</b>	05/2013-07/2014
<b>Server for Vietnamese Restaurant</b>	11/2011-05/2014
<b>PetroVietnam Joistock Finance Corporation - HCM Branch – PVFC.HCM</b> <b>Administrative Accountant</b>	09/2008 – 03/2011
<ul style="list-style-type: none"><li>- Administrative report and internal business analytic for Board of Governor</li><li>- Prepared financial reports and debt collections</li><li>- Executive plan report to Planning Department and Risk Management Department</li></ul>	
<b>Saigon Town &amp; Country Club, LLC.</b> <b>Assistant Accountant Receivable</b>	6/2005 – 06/2008
<ul style="list-style-type: none"><li>- Data entries and audit for restaurants.</li><li>- Checked inventory of the kitchens monthly</li><li>- Followed and collected bad debt, and membership supported</li></ul>	

## Skills

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Technology: Microsoft (words, Excel, Power Point), Math and Statistics (Math lab, R Studio, and Python)  
Accountant Software (Sun system, Quick book), Basic Coding: (HTML, CSS, JSON).  
Language: English & Vietnamese (Writing & Verbal)

## Volunteer Activities

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Membership of Jug bay, volunteer to pick trash on the river by canoeing in summers and falls	2016 - present
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