

Son Cao Phan

Education

University of Maryland 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
Prince George Community College Association Science of Social behavior (Accounting) with honors GPA: 3.67	Completed 2017
Economics University in Ho Chi Minh City in Vietnam Bachelor of Art of Finance and Banking	Completed 2009
Vietnam National University in Ho Chi Minh City Bachelor of Sciences of Physics	Completed 2005

Working Experiences relate to my major

Pacific Century, LLC Bookkeeper <ul style="list-style-type: none">- Data Entries and prepare financial reports.- Followed bad debt and issuing "pay or quit" if needed- Received application forms that new tenants that want to move in	08/2014- Present
Housekeeper Days Inn (Wild Wild West in Las Vegas)	05/2013-07/2014
Server for Vietnamese Restaurant	11/2011-05/2014
PetroVietnam Joinstock Finance Corporation - HCM Branch – PVFC.HCM Administrative Accountant <ul style="list-style-type: none">- Administrative report and internal business analytic for Board of Governor- Prepared financial reports and debt collections- Executive plan report to Planning Department and Risk Management Department	09/2008 – 03/2011
Saigon Town & Country Club, LLC. Assistant Accountant Receivable <ul style="list-style-type: none">- Data entries and audit for restaurants.- Checked inventory of the kitchens monthly- Followed and collected bad debt, and membership supported	6/2005 – 06/2008

Skills

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

Volunteer Activities

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