Son Cao Phan

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Education

University of Maryland   Completed May 2020
Bachelor of Science of Economics
> Courses: Advance Microeconomics, Econometrics, Game Theory, Econometrics for Finance, Linear Algebra, and Uncertainty.
> Major GPA: 3.17

Prince George's Community College   Completed 2017
Association Science of Social behavior (Accounting) with honors
> GPA: 3.67

Economics University in Ho Chi Minh City in Vietnam   Completed 2009
Bachelor of Art in Finance and Banking

Vietnam National University in Ho Chi Minh City   Completed 2005
Bachelor of Sciences in Physics

Working Experiences

Internship at Department of Treasury, Departmental Offices   02/03/2020- 03/13/2020
- Learned how to setup office, management time and schedule.
- Learn how to manage the projects
- Shadow new experiences and adapt new environment.
- Working with Jira, confluence to migrate of Treasury.gov page from SharePoint to Drupal
- Code.gov data collection Project which analyze coding
- Participation in Daily Scrums for Treasury.gov and Interns
- Creation of Web form for Code.gov
- Creation of fillable PDF's

Pacific Century, LLC   08/2014- Present
Bookkeeper
- 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

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   09/2008 – 03/2011
Administrative Accountant Internal Analysis
- 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

Saigon Town & Country Club, LLC.   6/2005 – 06/2008
Accountant Receivable
- Data entries and night audit for restaurants.
- Checked inventory of the kitchens monthly
- Followed and collected bad debt, and membership supported

Skills

> Software: Microsoft (words, Excel, Power Point)
> Statistics (R Studio, Python)
> Accountant (Sun system, Quick book)
> Migration (Jira, Drupal)
> Website (HTML, CSS)

> Language: English & Vietnamese (Writing & Verbal)

> Website: https://sphan8018.github.io/sphanintern2020/