

THAO THI NGUYEN

@ Thao.Nguyen-1@colorado.edu

h (720) 292-0540

a Boulder, CO 80302

PROFESSIONAL SUMMARY

Self-motivated student in Information Analytics attaining a Real Estate Certificate who has put herself through College, learning to overcome any barrier to attain success. Strong interest in the Real Estate Industry. Prepared to contribute abilities to a company while further developing acquired skills and gaining real-world experience. Highly organized, demonstrating history of attention to detail, strategic planning, critical thinking and ability to successfully work with a diverse group of individuals.

SKILLS

- Self-regulating and reliable
- Real estate industry knowledge
- Detail-oriented
- Market research and analysis
- Excellent communication skills
- Proficient in Microsoft Applications: Excel, PowerPoint and Word
- Manage multiple priorities
- Team collaboration & leadership
- Adaptable to new work environments

EDUCATION

University of Colorado Boulder
Boulder, CO • Expected in 2021

Bachelor of Science: Business Administration And Information Analytics

- Real Estate Certificate
- Cumulative GPA: 3.567
- CU Boulder Impact Scholars Scholarship

University of NSW
Sydney, Australia

Study Abroad
Spring 2020

LEADERSHIP

Pi Beta Phi Sorority, Boulder, CO
Health and Nutrition Committee
(Member since Fall 2017)

- Promoted mindfulness and health benefits of yoga to 60 members through event partnership with Bulldog Yoga

WORK HISTORY

Compass Real Estate - Intern

Wynnewood, PA • 04/2020 - 05/2020

- Analyzed social media campaigns and activities using Instagram and Facebook to promote engagement and made recommendations for enhancement as company transitions to online marketing during COVID-19 pandemic
- Fostered collaborative efforts to schedule, host and facilitate events and identify further opportunities to reach members of the community while respecting the 'stay-at-home' order
- Increased data-entry productivity by maintaining detailed logs of client information

Self Employed - Eyelash Technician

Boulder, CO • 08/2017 - Current

- Built clientele network through direct referrals, maintaining 80% client retention rate
- Conduct competitive analysis against local companies with objective to set high-end service pricing
- Providing eyelash extensions to eight clients weekly, maintaining professional setting following sanitation and sterilization State Law procedures
- Develop, update and maintain clientele database to track appointments optimizing booking system

Magic Salon - Marketing Intern

Lone Tree, CO • 05/2019 - 08/2019

- Designed, presented and implemented flyer marketing campaign resulting in increase of 100 customers per day
- Managed company's Yelp, Facebook, and Instagram which included handling all communication for promotional advertising and customer reviews

Magic Salon - Client Manager

Lone Tree, CO • 04/2012 - 04/2017

- Built client relationships by responding to inquiries, identifying and assessing clients' needs, resolving problems, and following up with over 300+ potential and existing clients daily to ensure satisfaction.
- Supervised daily technician operations and sales functions to ensure maximization of revenue, customer satisfaction and employee productivity,