

Thomas Tran

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☎ (714) 613-2719
📍 Stanton, CA

EDUCATION

B.A.

Business
Administration/Information
Systems, Minor in Computer
Science

**California State University,
Fullerton**

📅 December 2024
📍 Fullerton, CA

SKILLS

Microsoft Excel, Word, PowerPoint

SAP

Programming Languages: C++, C#,
SQL

Strong Communication

Organization

RELEVANT COURSES

Discrete Mathematics

Database Management Systems

System Analysis and Design

Data Structures

WORK EXPERIENCE

Business Operations Intern

Applied Medical

May 2024 - Present | Rancho Santa Margarita, CA

- Managed 50+ hospitals sales reports to ensure sales team commissions are accurately reflected
- Collect past due invoice and create statements for customers totaling to 15k
- Led device update project for national sales team resulting in timely updates for all team members
- Verify quarterly status changes for national and international Field Implementation Team

Insurance Broker Assistant

K&T Insurance Services

October 2023 - May 2024 | Garden Grove, CA

- Assist insurance agent in sales of auto, home, commercial, and life insurance
- Manage 200+ clients with follow-ups on policy renewals, changes, claims, and billing payment
- Create and review quotes from multiple insurance carriers to ensure best coverage for clients
- Research most optimal insurance plans based on clients needs

E-Commerce Administrative Assistant

EDO Performance

May 2023 - August 2023 | Stanton, CA

- Update 500+ product price and quantity on e-commerce platforms such as eBay, Amazon, and Shopify
- Consistently manage Amazon FBA shipments with Amazon Seller Central resulting in 4+ star rating feedback
- EReview transportation cost and freight rates from FEDEX, USPS, and UPS to stay within budget
- Track weekly warehouse inventory and pricing using Microsoft Excel
- Review and analyze accounting information such as income and expenses on QuickBooks
- Organized, planned, and managed 3+ projects and events at an internal and external level

Sales Associate

Vans

October 2021 - Present | Orange, CA

- Assist customers on specific products, answered questions, and offered advice on apparel and footwear
- Promote store promotions increasing sales and conversion by 17% yearly
- Developed trusting interpersonal relationships with customers
- Collaborate with team to ensure store and individual goals are met on a daily and weekly basis

