

**THUY NGUYEN**  
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## **EDUCATION**

**C.T. Bauer College of Business, University of Houston, Houston, Texas**  
**Bachelor of Business Administration in Finance and Marketing**  
**Global Energy Management Track in Finance**  
**Certificate of Entrepreneurship**

### **Specialties:**

- Program Languages: JavaScript, HTML, CSS
- PeopleSoft Accounting System, QuickBooks, Sugar
- GasPro Energy Trading and Risk Management System
- Microsoft Office Word, Excel, PowerPoint, Access, Outlook, Adobe Acrobat

## **PROFESSIONAL EXPERIENCE**

### **Front-End Web Developer**

The Iron Yard, Houston, Texas

- Develop website with HTML and CSS
- Create web application with JavaScript

### **Chief Marketing Officer & Business Development**

Elias Commercial Roof Systems, Houston, Texas

April 2015 – January 2016

- Cultivate relationship with vendors, business partners and potential clients such as METRO Houston
- Develop and recommend company's accounting foundation and order streamline
- Planned and execute plans for events and conventions such as BOMA EXPO

### **Accounts Payables**

October 2014 – April 2015

### **Accounts Receivables**

August 2013 – October 2014

Netsync Network Solutions, Houston, Texas

- Reconciled vendor's accounts on monthly basis for price variances and identified and resolve accounts discrepancies
- Collaborated and streamline AR and AP for sales team and purchasing department
- Maintained AP and AR accounts ledger to ensure cash and payments are accurately posted to QuickBooks and create journal entry from all company's credit card transactions
- Produced revenue reports and evaluate open balance reports by collecting, analyzing and summarizing account information
- Audited and process charge backs and reimbursement on the company's credit cards
- Collected revenues for delinquent accounts with outstanding payments to optimize cash flow

### **Accounting Intern**

Liz Hair Salon, Houston, Texas

Feb 2009 – August 2013

- Managed daily operation including inventory control and daily preparation
- Maintained financial bookkeeping and business accounting from posting debits and credits, produced financial statements, and recorded all financial transaction through QuickBooks
- Prepared weekly payroll reports
- Reconciled general ledger and journal entries

### **Accounting Assistant**

Houston Public Broadcasting Station (KUHF), Houston, Texas

May 2008 – Aug 2008

- Reconciled all of KUHF expenses for 15 different cost centers using Microsoft Excel
- Checked data including receipts, and printouts of P-card expenses
- Compiled reconciliations report for each cost centers