

# **THUY NGUYEN**

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## **EDUCATION**

### **C.T. Bauer College of Business, University of Houston, BA Finance And Marketing**

- **Global Energy Management Track in Finance**
- **Certificate of Entrepreneurship**

### **The Iron Yard Houston – Front- End Engineering**

- Developing web application utilizing JavaScript, HTML & CSS, ReactJS, Backbone, Firebase

## **RELEVANT SKILLS:**

- JavaScript, HTML & CSS, Backbone.JS, ReactJS, Firebase, Git

## **ADDITIONAL SKILLS:**

- PeopleSoft Accounting System, QuickBooks, Sugar
- GasPro Energy Trading and Risk Management System
- Microsoft Office Word, Excel, PowerPoint, Access, Outlook, Mac OSX, Adobe Acrobat

## **PROFESSIONAL EXPERIENCE**

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

Elias Commercial Roof Systems, Houston, Texas

April 2015 – January 2016

- Cultivated relationship with vendors, business partners and potential clients such as METRO Houston
- Sought out new projects and ventures inline with the company focus
- Developed and recommend company's accounting foundation and order streamline
- Planned and executed plans for events and conventions such as BOMA EXPO

### **Accounts Payables/ Accounts Receivables**

Netsync Network Solutions, Houston, Texas

August 2013 – April 2015

- Identified and resolved internal accounts discrepancies with minimal cost to the company
- 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
- Produced revenue reports and evaluate open balance reports by collecting, analyzing and summarizing account information
- Reconciled vendor's accounts on monthly basis for price variances
- Audited and process charge backs and reimbursement on the company's credit cards
- Verified and process invoices and credit references on new clients for credit terms
- Created journal entry from all company's credit card transactions
- Collected revenues for delinquent accounts with outstanding payments to optimize cash flow

### **Accounting Intern**

Liz Hair Salon, Houston, Texas

February 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
- Coordinated and developed of all advertising and promotions