

TRAM DUONG

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CAREER OBJECTIVE

Result-driven and detail-oriented professional with proficient knowledge of mathematics, statistics, and analytics. Passionate to apply technical and analytical skills, statistical and mathematical knowledge to recognize business problems and develop effective business strategy across organizational functions. With an academic background and an experience of full-time role in Business Analyst, I have gained a strong foundation of knowledge in applications, databases, networks and programming throughout multiple disciplines in the data analytics field.

CORE COMPETENCIES

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| • Python | • Detail Oriented | • Statistical & Mathematical Knowledge |
| • R | • Unsupervised Learning | • Data Analysis & Visualization |
| • Advanced Excel | • Supervised Learning | • NLP & Text Mining |
| • SQL | • Data Modeling | • Cost Efficient |
| • Access | • Critical Thinking & Problem Solving | |
| • Power BI | | |

PROFESSIONAL EXPERIENCE

HEALTHCARE MANAGEMENT ADMINISTRATORS, INC. Bellevue, WA

Business Analyst, June 2018 – June 2019

- Utilized SharePoint and Excel to gather and manipulate data to forecast expenses for accrual analysis.
- Collected data through SQL queries to analyze monthly expenses for creating expense reports.
- Designed and performed SQL and Access queries for colleagues to assist with problem solving and decision making.
- Reworked existing manual processes to allow for greater automation and digitization resulting in more effective and efficient work procedures.
- Analyzed data into Power BI to create visualizations for flow of company expenditures, cost efficiency analysis, and work schedules.

TACTICAL MARKETING, Seattle, WA

Assistant Manager, Aug 2014 - July 2015

- Assisted the marketing manager on consumers' information and daily sales report.
- Understood all the available products/services to provide the best solutions to customers.
- Communicate with clients and individual customers via email, phone, and in person.

EDUCATION

COLUMBIA UNIVERSITY, New York, NY

Master of Science in Applied Analytics, Expected: December 2020

UNIVERSITY OF WASHINGTON, BOTHELL, WA

Bachelor of Art in Business Administration, March 2018 - GPA: 3.72

- Majors: Management Information Systems & Finance

SOUTH SEATTLE COLLEGE, SEATTLE, WA

Associate in Business, June 2016 - GPA: 3.71

ADDITIONAL SKILLS

- Bilingual in Vietnamese and English
- Bloomberg Market Concepts (BMC) certification
- Proficient in creating business plans, VC pitch decks and financial projects

ACADEMIC ACHIEVEMENTS & EXTRACURRICULAR ACTIVITIES

- Awards: 2016-2017 Annual Dean's List, 2018 Certificate of High Scholarship, 2015-2016 President's List, 2014-2015 Dean's List, 2012 International Education Scholarship Recipient
- Extracurriculars: Beta Gamma Sigma Business Honor Society, International Club, Vietnamese Student Association, Women in STEM, Phi Theta Kappa Honor Society, Southeast Asian Club, Women in STEM, Business Club.