

Truc Nguyen

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EDUCATION

University of Massachusetts Boston | Boston, MA

Bachelor of Science: Management | Concentration in Finance, and Business Analytics

GPA: 3.6

Relevant Courses: Relational Databases, Managerial Statistics, Business Computing Skills, Managerial Decision Making, Financial Accounting, Operations Management

COURSE PROJECT

Monthly Spending Analysis

- Initiated and led combination of programs to identify influential factors affecting monthly company expenditures.
- Conducted in-depth analyses of various factors, assessing their impact on the organization's financial outlays.

Finance Project

- Calculated balance sheet, income statement and cash flow to analyze profit and loss
- Utilized advanced data visualization tools in Excel to highlight financial trends, delivering compelling presentations to peers and instructors.

MANAGEMENT SKILLS

- Familiarity to R, My SQL, Tableau
- Financial Statement Analysis: Analyzing balance sheets, income sheets, and cash flows
- Professional Communication: Effective oral and written communication skills
- Problem solving

ORGANIZATIONS AND EXTRACURRICULARS

E-COMMERCE SALES COORDINATOR

June 2023 - September 2023

GoldzHerbs Company - Ho Chi Minh City, Vietnam

- Managed and administered sales activities on online platforms such as Shopee and Lazada
- Monitored and responded to customer inquiries, feedback, and reviews to ensure high customer satisfaction.

BOOTH COORDINATOR

Jan 2023

Tet in Boston - Boston, MA

- Directed booth game activities and interacted with patrons during the event
- Provided assistance and information to festival attendees, enhancing their experience.

CLUB MEMBER

Aug 2021 - Jan 2022

Business Administration International University - Ho Chi Minh City, Vietnam

- Provided attentive service and proactively assessed guest needs.
- Evaluates existing plans, processes, and events planning services to identify opportunities for improvement.
- Incorporate with HR and Marketing group in designing online posts, advertising poster
- Contact to the sponsors and invite KOLs for event, and coordinated schedules and timelines for events.

ADDITIONAL SKILLS

- Fluent in Vietnamese
- Editing Video, Photo
- Project Management