

## EDUCATION

SUFFOLK UNIVERISTY Boston, MA  
**Bachelor of Science in Business Administration** December 2023  
**Major in Management and Entrepreneurship, Minor in Real Estate** **GPA: 3.7**  
*Honors:* Dean's List, Spring 2020 – Spring 2023  
*Leadership:* Co-Founder and Secretary of Entrepreneurship Club, Trustee Ambassador @ Undergraduate Admissions, Collegiate Information & Visitor Services Association (CIVSA) 2023 Conference Attendee

SINGAPORE INTERNATIONAL SCHOOL Hanoi, Vietnam  
**Primary, Middle, and High School Degree** August 2019  
*Leadership:* Basketball Team Captain, Student Council Member

## RELATED EXPERIENCE

ACIO CONSULTING Boston, MA  
**CEO Assistant** January 2023 – Present

- Analyze the consulting industry for franchising and produce analysis of data for the CEO.
- Prepare a Sales and Marketing Plan with the goal of growing the consulting business 10% in one year.
- Organize future networking events for potential clients to market the business

SUFFOLK UNIVERSITY Boston, MA  
**Trustee Ambassador @ Undergraduate Admission** January 2022 - Present

- Lead tours for prospective students around campus weekly and on Open House days
- Compile Undergraduate admission paperwork (letters, postcards, envelopes)
- Participate in the CIVSA conference to improve the quality of tours given out to students by communicating best practices in the industry
- Introduce multiple international agents to Suffolk University through bilingual tours

GELEXIMCO GROUP Hanoi, Vietnam  
**CEO Assistant** May 2022 – September 2022

- Translated Documents and contracts for the CEO from English to Vietnamese.
- Organized transportation, hotel booking and payments to assist the secretary.
- Planned schedules to maximize daily activities during international business trips
- Accompanied the CEO and board of directors on the trip to Europe in the Summer of 2022

AMERICAN EDUCATION GROUP Hanoi, Vietnam  
**Office Assistant** February 2017 – May 2018

- Collected and updated information about U.S. High Schools and Universities on company database
- Communicated with parents via e-mail regarding their children's status
- Translated documents and letters to send to parents

## COURSES & SKILLS

**Economics:** Microeconomics, Macro Economics, Government Policies, Economic Theories

**Business:** Income Statement, Cashflow Reports, Business Analysis, Logistics, Business Writing, and Advertising

**Technical:** Microsoft Office (Advanced Excel, Advanced PowerPoint, Advanced Word), Adobe Photoshop, Canvas