

# Duc Anh Le

community.mis.temple.edu/ducanhle

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2019**  
**Major: Management Information Systems | Finance**  
Overall GPA: 3.85, Major GPA: 3.85 | Dean's List: Spring 2017 & Fall 2017

DELAWARE COUNTY COMMUNITY COLLEGE, Media, PA  
**Associate in Science, Graduation: May 2015**  
**Major: Business Administration**

## SELECTED COURSES:

Enterprise IT Architecture, Data Analytics, Security Analysis & Portfolio, Financial Management, Financial Accounting, Statistical Business Analytics

## ACTIVITIES

- Member, Association for Information Systems, 2017 – Present
- Investor, Real Estate Investment, 2017- Present

## INFORMATION SYSTEMS PROJECTS:

- Designed and built a web application including registration- login- logout system and multiple clearance-based functions
- Served as team member and conducted analysis, design and development of system administrator interface to manage user accounts for a mail scanning digital tool

## INFORMATION TECHNOLOGY SKILLS:

Analysis: Microsoft Excel, R  
Web Development: HTML/CSS, PHP, WordPress  
Database Management: Microsoft Azure, MySQL  
Project Management: Microsoft Office, Excel OM

EXPERIENCE: CLEAN AIR COUNCIL, Philadelphia, PA October 2015 – Present  
**Office Manager**

- Audited and analyzed confidential financial information for non-profit environmental agency
- Coordinated 9,000 donor's information utilizing Salesforce
- Performed clerical tasks such as data entry, filing documents and generating reports

SOUTH STREET DINING CORP, Philadelphia, PA August 2015- July 2016  
**General Manager**

- Maintained Point of Sale system current by implementing periodical updates
- Facilitated both kitchen and wait staff in complying with codes and proper conduct by performing routine checks
- Pursued, interviewed and employed waiters, kitchen, support and maintenance staff
- Budgeted and assessed expenses

## SKILLS & LANGUAGES:

- Spreadsheet Modeling certified by Harvard Business Publishing
- Bloomberg Market Concepts certified by Bloomberg for Education
- Vietnamese- Fluent