

Hong Tran

community.mis.temple.edu/hongtran

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016**Majors: Finance & Management Information System**

GPA: 3.76, Dean's List: Fall 2012- Present

ACTIVITIES:

- Program Participant, Prudential Peak Leadership Conference, 2014- 2014
- Chief Financial Officer, Temple University Greek Association, 2014- Present
- Vice President of Marketing, Financial Management Association, 2014- Present
- Member, Wall Street Journal Young Professional Network, 2014- Present
- Director of Finance, Toastmaster, 2014- Present
- Secretary of Education, Alpha Sigma Rho Sorority, Inc., 2013- 2014
- Volunteer, The Philadelphia Sons, 2012- Present
- Volunteer, Red Cross, 2010- 2012
- Captain, Northeast Women's Lacrosse Team, 2010- 2012
- Tutor, National Honors Society, 2009- 2012

EXPERIENCE:

TEMPLE VIETNAMESE STUDENT ASSOCIATION, PHILADELPHIA, PA

Event Coordinator

September 2013- Present

- Direct the planning and execution of 10-15 organizational events, including community service events, fundraising events, and off-campus activities, per semester.
- Implemented a member incentive program that increases average attendances per event by a margin of 50%.
- Restructure the process of member sign ups, feedback process, and event promotions.
- Network with over 20 on campus organizations to encourage workshop collaborations and cultivate strong public relations.

LT ARTISTIC NAILS, NJ

Receptionist

January 2012- August 2013

- Provided excellent customer service to approximately 80-100 customers a day ensuring that they had a positive salon experience.
- Assisted in all areas of inventory and displayed merchandising at a nail salon with ten technicians.
- Handled phone calls, scheduled appointments, received and sorted mails, and updated customer database on a bi-weekly basis.

SKILLS & LANGUAGES:

- Microsoft Word, PowerPoint, Excel
- Vietnamese- Fluent
- SAP Training