

## Thien N. Pham

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Major: Economics***  
GPA: 3.94, Dean's List: Fall 2012– present  
*Selected Courses:*

Leadership and Organization Management	Microeconomic Principles
Macroeconomic Principles	Legal Environment of Business
Business Statistics	

### ACTIVITIES & AWARDS:

Temple Economics Society (Omicron Delta Epsilon), September 2012 - present  
Allocations Chairman, April 2013 - present  
Member, National Society of Collegiate Scholars, December 2012 – present  
Recipient, Horatio Alger Scholarship, August 2012 - present

**EXPERIENCE:** THE RISK MANAGEMENT ASSOCIATION, Philadelphia, PA  
**Administrative Intern** June 2013 – present

- Transfer over 250 corporate contracts to Xerox DocuShare program.
- Convert hundreds of accounting files into online readable PDF versions.
- Train 2 accountants in implementation of new operational procedure revolving around Xerox DocuShare program.
- File over 2,000 check stubs and accounting documents from current fiscal year.

VISITATION BVM ELEMENTARY SCHOOL, Philadelphia, PA  
**Volunteer** June 2006 – August 2013

- Inform funding partners about personal success experiences to obtain assistance in fundraising efforts for a private school.
- File academic and medical records for nearly five hundred students.
- Assist in the administration and implementation of educational activities and weekly field trips for a summer camp and day care program supporting 100 children.
- Process three shipments of 15 lunch supply boxes for the summer programs on a weekly basis.
- Maintain sanitary conditions throughout the school and parish church.

### SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- Vietnamese - fluent, French - proficient