

# David N Tran

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Philadelphia | Pennsylvania | 19149

## EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2025

Major: Management Information Systems | GPA: 3.33

Selected Courses: Accounting Information Systems, Data and Analytics, Web Application

Development, Statistical Business Analytics, Operations Management

COMMUNITY COLLEGE OF PHILADELPHIA – Philadelphia, PA

*Associate of Arts*

Graduation: May 2021

## ACTIVITIES

**Member**, AIS (Association for Information Systems)

January 2024 – Current

**3<sup>rd</sup> Place (83kg) Junior Division**, USAPL

October 2021

## TECHNICAL SKILLS

Analysis: Tableau

Software Development: Visual Studio Code

Web Development: HTML, CSS, JavaScript

Database Management: SQL, Microsoft Access

Project Management: Microsoft Office

## EXPERIENCE

HARRAH'S, Philadelphia, PA

May 2022 – Present

*Table Games Dealer, Table Games Department*

- Deal to 20+ people daily and educate them on the rules of various games.
- Manage and ensure the security of up to \$600,000 in chips.
- Ensure dealing and game procedures are followed to keep things running smoothly.

VICTOR'S HARDWOOD FLOOR, Philadelphia, PA

June 2020 – August

2021

*Administrative Assistant*

- Reviewed sales receipts and purchase patterns to increase or decrease quantity of certain inventory.
- Managed inventory and recorded current market values in Excel.
- Oversaw communications and relations with customers to provide flooring services.
- Organized and created work schedules for operations and cost estimates for customers.
- Ensured everything was working efficiently to provide great service.

## SKILLS

Languages: Native Proficiency in English, Advanced in Vietnamese