**PHUONG LE**

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***EDUCATION*
University of California, Berkeley  *Graduate: 5/2020***

*B.S, Environmental Economics and Policy* ***CPA Eligible: 12/2020******Coursework****: Macro & Micro Economics, Financial Accounting, Econometrics, Statistics*

***Skills:*** R, Stata, Microsoft Office, Microsoft Excel, Quickbooks

***EXPERIENCES*
VietinBank, Ngu Hanh Son branch *6/2019 - 8/2019 Danang, Vietnam***

***Analyst Intern***

● Used SQL to analyze customer’s sales data in 2017-2018, provided an insight analyst that indicated market trends and factors correlated to sales

● Worked independently to find solutions to solve problems, for example, proposed that the branch should expand 150% the current budget and reduce processing time particularly for study abroad loans

● Coordinated with other departments to ensure the solutions were implemented successfully

● Maintained KPI reports using all available analytics data including branch performance and customer satisfaction metrics

**Thanh Binh LLC. *6/2017 – 6/2018 Danang, Vietnam***

***Accountant***

● Kept track and updated A/R, A/P, used Microsoft Excel to analyze data, generate business reports to upper manager

● Performed daily general journal entries, account reconciliations and assisted in preparing financial statements monthly

● Oversaw employee paychecks, calculated salaries, ensured payroll and tax documents are accurate

***PROJECTS*
Business Administration Simulation *8/18 – 12/18 Berkeley, CA***

● Work in team of five to research current market trends, identify potential risk and opportunities to design business plan

● Hold group meeting after each round to adjust business, absorb new information and competitors to make sure that our team win at the end

● Draft cost forecast based on team’s business plan and budget, update constantly information to adjust financial plan if necessary

**Effect of tourism on local household incomes in Mexico *5/19 – 9/29 Berkeley, CA***

● Run R on dataset containing 1153 random Mexican municipalities in the year 2000 to analyze the effect of local tourism activity on household income

● Used instrument variable technique to verify the validity of the OLS calculated

***ACTIVITIES*
Activities:** UC Berkeley Circle K, UC Berkeley Vietnamese Student Association