

RESEARCH ASSISTANT

Summary

Seeking a position in a research institution or a university

Skills

- Managerial Accounting, Legal Environment of Business, Financial Management, Operations Management, Business Information Systems, Managerial Economics, Organizational Behavior and Management Processes, Quantitative Analysis for Business Decisions, Financial Statement Analysis, Marketing Management, Strategic Management, and Professional Paper and Presentation. Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Access
- Microsoft Outlook Express

Experience

02/2005 to 05/2005

Research Assistant Company Name

- College of Business Administration and Economics, New Mexico State University, NM.
- Do market research, prepare and write business and marketing plans for start-up companies.
- Work under the supervision of Dr. Kevin Boberg, Associate Dean.

01/2002 to 01/2003

Officer Company Name

- Industrial and Commercial Bank of Vietnam (<http://www.icb.com.vn>) Translated banking documents in English to Vietnamese.
- Acted as an interpreter when needed.
- Developed and maintained the correspondent banking relationship with Russian banks.
- Kept track of loans borrowed from foreign banks.
- Worked on the Returnee project between Vietnam and the German Reconstruction Bank.
- Did other administrative and clerical work.

02/1999 to 02/2001

02/1999

Company Name

- Certificate of Liaison Officer by the Ministry of Trade, Vietnam (<http://www.mot.gov.vn>) Group Prize) in the National Students' Scientific Research Competition organized by the Ministry of Education and Training (<http://www.moet.edu.vn>).
- Innovative Medal for the Youth.
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Education and Training

2005

Master of Business Administration New Mexico State University

May 20, 2005

NM 4.00

2002

Bachelor of Economics Foreign Trade University i/4 City Vietnam Recipient of the 2004-2005 Glen Yoquelet Scholarship, College of Business Administration and Economics, New Mexico State University, NM. Graduate Assistantship, College of Business Administration and Economics, New Mexico State University, NM.

Activities and Honors

Certificate of Liaison Officer by the Ministry of Trade, Vietnam (<http://www.mot.gov.vn>) Group Prize) in the National Students' Scientific Research Competition organized by the Ministry of Education and Training (<http://www.moet.edu.vn>). Innovative Medal for the Youth.

Additional Information

- Awards, Honors and Achievement 2004