

Ann Nguyen

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EDUCATION

Dallas College (2024-2025)

Course work: Calculus I-II, Programming Fundamental I-II, Elementary Statistical Method

Hoa Sen University (2016-2021)

Bachelor of Management

SKILL

Programming: SQL (Advanced); Python (Proficient); Java (Proficient); C (Proficient)

Administrative & Business Skill: Monthly reporting; staffing coordination; cross-functional coordination; calendar & meeting logistics; document preparation

Business Intelligence: Microsoft Office, Power BI, Teams/Zoom

Soft Skills : Data Analysis, Problem Solving, Communication, Team Collaboration, Time Management

Languages : Vietnamese (Native), English (Advanced)

WORK EXPERIENCE

Hitachi, Ltd., Urban Railway Line 1 Project Office |

Sep 2020- Mar 2023

Project Administrative

- Ensured 100% on-time reporting to 2 managers and 1 executive by proactively tracking progress, preparing meeting agendas, and facilitating weekly meetings for a 5-member team.
- Supported leadership effectiveness and efficiency by coordinating administrative meetings and ensuring alignment across team workflows.
- Ensured 100% on-time submission of documentation by managing correspondence, translations, and cross-department coordination
- Maintained Excel-based operational reports by consolidated site data, maintain data accuracy, and submitted weekly/monthly updates to managers.

The Westin Las Colinas | Guest Experience Expert

Jan 2024 - May 2024

- Performed accurate data entry and documentation, ensuring integrity in registration.
- Managed cross-team coordination to support events and administrative tasks, ensuring smooth operations.

Math Tutor | Girl Discovery Math Club

Feb 2025 - Present

- Supported first-year college students, especially Latinx and first-generation students, by providing tutoring in Math, including College Algebra, Statistic and Calculus.
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PROJECT

Retails Store Sale Analysis with Excel

- Cleaned and modeled data using Power Query; performed descriptive, correlation, and regression analyses with variance checks; built trend analyses and developed an interactive Excel dashboard with PivotTables, PivotCharts, slicers, and Timelines to deliver monthly reporting and actionable recommendations that reduced sales cancellations.

Walmart Sales Data Analysis With PostgreSQL

- Built the database schema (CREATE TABLE, constraints) and loaded cleaned CSVs; developed analytic SQL queries (JOINS, GROUP BY, CTEs, window/date functions) to answer business questions—top branches/products, seasonal trends, basket size—and published views/indexes for monthly reporting.

Coffee Order Data With Excel

- Analyzed coffee sales in Excel: imported and cleaned data, used XLOOKUP/INDEX-MATCH and PivotTables to visualize trends and top sellers, and delivered an actionable report to inform sales strategy.
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ACADEMIC HONORS

- **Mu Alpha Theta Honor Society:** Recognized for academic excellence and collaboration in Math.
- **Senior Vice Provost's Honors Recognition:** In acknowledgment of outstanding academic achievements