

Quyet Tran Minh

[linkedin.com/in/quyet-tran-2905/](https://www.linkedin.com/in/quyet-tran-2905/) | +84.913195231 | tranqm2@miamioh.edu

EDUCATION

Miami University, Oxford, OH

Farmer School of Business, Bachelor of Science in Business

Major: Finance and Accounting

Farmer School of Business Scholars Program

Foreign Trade University, Ho Chi Minh

Exchange program

Currently

Cumulative GPA: 4.0

President's List 2020

Business Honors Program (Selective 25-Student Cohort)

Ho Chi Minh City, Vietnam

Aug 2020 - Feb 2021

WORK EXPERIENCE

Pasal Vietnam

Marketing Intern

Ho Chi Minh City, Vietnam

Dec 2020 - April 2021

- Initiated content-events and partnered with a team of 5 to promote the new institute's services through public relations activities including school seminars and events.
- Managed the Facebook page with over 1 million subscribers and other social media platforms such as Instagram, TikTok.
- Identified and updated feedback information for a batch of 200+ high school students and parents.
- Collaborated with an R&D team to launch 2 big campaigns to attract more customers.

Etest Academy

Admission Advisor & Ambassador

Ho Chi Minh City, Vietnam

June 2020 - May 2021

- Planned content-events or public events to advertise for the academy.
- Scheduled and designed ideas for a YouTube channel to share information about college admission on a weekly basis.
- Invited and confirmed presence of 10 VIP guests for mini-talk shows spanning 9 months; liaised and shared event information with 10+ participants.
- Supported students and parents to acknowledge the college application process and provided feedback to the application.

LEADERSHIP EXPERIENCE

One Million Lives

Vice-president

Ho Chi Minh City, Vietnam

May 2020 - May 2021

- Supervised a team of 70 members during the project and recruited members for the organization.
- Devised and allocated over \$4000 to other departments in the organization.
- Executed a weekly meeting, bonding events for members to educate and provide awareness of mental health for members.
- Trained new members and mentored for the Welfare and Logistic Department.

The Project Sugar Organization

Welfare Organizer

Ho Chi Minh City, Vietnam

Oct 2019 - Jan 2021

- Spearheaded team mentors in the implementation of projects such as administrative tasks, volunteer recruitment, welfare, training.
- Organized periodic bonding trips aiming to maintain a good relationship between 100 volunteers and 200 kids (the beneficiaries).
- Coordinated internal and external events of Project Sugar.

The Palette Organization

Head of Logistics department

Ho Chi Minh City, Vietnam

Aug 2019 - Aug 2020

- Administered funds and allocated \$480 for volunteer trips of an organization.
- Established specialized training sessions on skills for 200 children every week (including theory and practice sessions).
- Formulated and ran campaigns, events to raise funds seasonally.
- Collaborated with mentors in the implementation of projects such as administrative tasks, volunteer recruitment, welfare training, etc.

PROJECT

KeyBank Client Challenge, Oxford, OH

Jan 2021 - May 2021

- Developed and presented proposal to Miami University's professors and KeyBank executives about a unique solution on how to attract and retain US immigrants to use more KeyBank's services without opening excessive physical presences in states.
- Researched the KeyBank database using SQL to understand the target market's top banking priorities.
- Created a recurring agenda to keep the team on task and to strengthen communication among members.

SKILLS & EXTRA CURRICULAR ACTIVITIES

Skills: Advanced Microsoft Office, Python, SQL, Fundraising.

Extra-Curricular Activities: Obtained the Mini MBA certificate from Miami University | Learn Financial Statement Report Course online | Obtained the Accounting Fundamentals certificate at CFI institute