NHU TRINH

+1 (506) 461-5905 | nhuanhtrinh03@gmail.com | LinkedIn

Summary

Detail-oriented Finance and Operations professional with a solid academic foundation in financial reporting, budgeting, and business decision-making. Experienced in event logistics, budget management, fundraising, and developing finance-focused training programs for members. Skilled in coordinating programs, managing financial resources, and providing constructive guidance to competition participants while supporting efficient and sustainable club operations.

Education

Foreign Trade University **2021 – 2023**
Bachelor of Business Administration
University of New Brunswick, Fredericton **2026 – Expected graduation: 2028**
Bachelor of Business Administration – Double Major In Finance, Accounting.
Future CPA Candidate

Professional Experience

Anh Ha Stuffed Toy Business **Ho Chi Minh City, Vietnam**
Junior Accountant January, 2022 – December, 2025

- Liaise with business partners to discuss pricing, purchasing terms, and sales procedures in a professional and collaborative manner.
- Manage inventory receiving and dispatch processes through relevant purchasing and sales software, ensuring accuracy and operational efficiency.
- Prepare inventory summaries, monitor stock movements and balances, and complete tax-related documentation with diligence and compliance.

Chatime **Fredericton, NB**
Customer Service Representative March 2026 – September 2026

- Welcome and screen a high volume of daily customers in a fast-paced environment, ensuring an efficient, organized, and welcoming front-of-house flow.
- Maintain exceptional interpersonal communication skills under pressure, multitasking between order management, customer inquiries, and point-of-sale (POS) operations.
- Adhere strictly to health, safety, and operational standards, ensuring a clean and compliant environment at all times.

Projects & Extra-Curriculars

Business Ideas Team - Enactus Member Organization **Ho Chi Minh City, Vietnam**
Member of Finance Department November 2021 – April 2023

- Developed logistics plans and event budgets, ensuring resources were allocated efficiently and activities ran smoothly.
- Designed finance-focused training programs to strengthen members' practical knowledge and professional development.
- Organized fundraising activities and coordinated financial resources to maintain the club's operations.
- Served as a Supervisor for the **Vietnam Social Innovation Challenge (VSIC),** closely monitoring participants' progress and providing thoughtful guidance, constructive feedback, and ongoing support throughout the competition

FTU Accounting and Auditing Club **Ho Chi Minh City, Vietnam**
Member of Finance – Human Resources Department November 2022 – April 2024

- Draft and send clear, professional email invitations to program participants, ensuring timely communication and a welcoming experience.
- Develop detailed logistics plans and event budgets to support smooth execution and effective resource management.
- Design engaging training sessions and development programs tailored to members' learning needs and organizational objectives.
- Organized **THE AUDIT ROUND 2023, 2024** as a member of the Technical Committee, collaborating on competition case materials and specialist knowledge with support from EY.

Skills

- **Operations & Administration:** High-Volume Data Entry, Data Entry Accuracy, Confidentiality & Privacy Compliance, Scheduling & Calendar Management, SOP Development.
- **Tools:** Expert Excel (Power Query), Microsoft Office 365, Digital File Management.
- **Core Competencies:** Budget Management, Event Logistics Coordination, Fundraising, Training Program Development, Stakeholder Communication, Team Supervision.