

Hiep N. Nguyen

402 E College Street, PO #1053, Bridgewater, VA 22812 ▪ (540) 405-9015 ▪ hiephiephurray@gmail.com

Education

Bridgewater College

Double Major: **Finance & Business Economics**

Minor: **Philosophy & Religion**

Dean's List ▪ Σ B Δ International Honors Society for Business, Management, & Economics ▪ Flory Honors Scholar, recipient of \$12,000/year and John Kenny Forrer Diversity Grant recipient ▪ Adobe InDesign & Photoshop CS6 Certified

Bridgewater, VA

B.A. Candidate, May 2020

Professional Experience

Risk and Credit Analysis Intern

Park View Federal Credit Union

August - December 2019

Dayton, VA

- ◆ Audited real estate & non-real-estate loans; documented & archived loan documents; researched PV of collateral assets
- ◆ Reconciled credit documents and streamlined client account information collection; ensured policy compliance of contracts
- ◆ Data mined client property taxes, outstanding balances, monthly loan interest payments, and credit scores for underwriting

Accounting Intern

FR Drake, a subsidiary of Middleby Corporation

Summer 2019

Waynesboro, VA

- ◆ Audited and journalized expense vouchers, employee reimbursement reports, and biweekly payroll
- ◆ Reconciled monthly Amex bank statements and corporation brand expense allocations
- ◆ Audited and disposed of depreciated fixed assets and non-recurring inventory stock
- ◆ Audited and reconciled Marketing expense budgets; organized and coordinated advertising and tradeshow contracts; edited website and marketing content; created invoices for foreign and domestic freight and shipping

Non-profit Finance Intern

Telamon Corporation

Summer 2018

Raleigh, NC

- ◆ Performed high-priority analysis of property leases and real estate value for fiscal year audit. Set up a rubric for future amortization schedules. Completed project consolidating and uploading leases for department use
- ◆ Evaluated corporate performance on FY18 Monitoring Protocol and directly reported to Board of Directors
- ◆ Assisted with bi-weekly generation, correction, and approval of Accounts Payable & Payroll receipts

Marketing Intern

Leadovate

May - October 2018

Philadelphia, PA

- ◆ Organized mass data and designed consolidated reports of 200+ case studies
- ◆ Pitched ideas and modifications to market research; company adopted formatting and incorporated suggestions
- ◆ Enhanced recruitment of future interns by adding criteria to internship applications; Proposed idea of connecting to college counsellors to attract more clients and get name out to target market and audience

Data Analytics Intern

Randall Transportation Group LLC

Summer 2017

Fredericksburg, VA

- ◆ Initiated target marketing campaign by data-mining new & existing customer information: categorized customers by demographic, age group (via date of birth), historical purchases of services or rentals. Proposal was approved by CEO and implemented for 2017's 3rd & 4th quarter sales
- ◆ Collected data for sales projection & strategized market orientation; improved customer relationship

Student Ambassador (promotion)

Present

Sustainability Office Research Fellow

January 2017 – 2018

Bridgewater College Center for Engaged Learning

Bridgewater College, VA

- ◆ Led the environmental sustainability initiatives with the goal of obtaining a silver star ranking from the American Association for the Advancement of Sustainability & Higher Education (AASHE).
- ◆ Presented monthly analytics & progress of certification to Bridgewater College Board of Trustees
- ◆ Manage research team. Organized bi-weekly meetings to report data & prioritize tasks; assess & report program advancement

Vietnam Embassy Foreign Services Office Assistant

2011 - 2013

Trade Office of the Vietnam Embassy

Tehran, Iran

- ◆ Under mentorship of Economic Ambassador, researched opportunities for Iranian businesses to enter Vietnam.
- ◆ Performed due diligence research on economic and legal business viability
- ◆ Translated documents from Vietnamese to English and vice versa. Organized open-house events for visitors and students, assisting in-house coordinator with Lunar New Year celebrations and annual Cultural Festivals

Community & Volunteer

Men's League Rugby Union Team Fundraiser, Lead Networking & Recruitment Personality, and Player

Bridgewater College - Bridgewater, VA

2018 - Present

Homeless Shelter and Food Bank Volunteer

Shepherd's Table, Progress Place & Montgomery Hunger Free Zone - Silver Spring, MD

2017