

# Amy Tran

(267) 468-9599 | amy.tran0007@temple.edu | [LinkedIn](#)

## EDUCATION

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### Temple University – Fox School of Business and Management

Philadelphia, PA

*Bachelor of Business Administration*

Expected Graduation: May 2027

- **Major:** Legal Studies | **GPA:** 3.91/4.00
- **Honors:** Dean's List (Fall 2023), Fox Honors Program, President's Scholar, Temple University Honors Program
- **Relevant Coursework:** Financial and Managerial Accounting, Legal and Ethical Reasoning in Business, Macroeconomics, Microeconomics
- **Organizations:** Phi Alpha Delta Pre-Law Fraternity, Business Honors Student Association, Girl Gains, Women in Economics

### Souderton Area High School

Philadelphia, PA

- **GPA:** 4.63 Weighted
- **Honors:** Distinguished Honor Roll 2019-2023

Graduation Date: June 2023

## WORK EXPERIENCE

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### Star Nails by Kim LLC

Collegeville, PA

*Social Media Manager*

March 2024-Present

- Developed and executed marketing strategies to increase visibility and engagement for the business
- Created content to boost engagement on social media such as Instagram and Facebook

### Asian Legend Vietnamese Cuisine

Lansdale, PA

*Waitress*

June 2021-June 2023

- Engaged with customers through greetings, efficient seating, and order-taking
- Orchestrated take-out orders and expedition

### Sunshine Spa & Nails

Collegeville, PA

*Receptionist*

January-December 2020

- Facilitated customer appointments with attentive engagement
- Maintained a hygienic environment through thorough cleaning and sterilization of equipment

## VOLUNTEER EXPERIENCE

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### Care and Share

Souderton, PA

*Team Member*

March 2022-April 2023

- Provided personalized assistance to customers, facilitating item selection and access to dressing rooms
- Implemented effective organization strategies for merchandise display
- Ensured optimal inventory levels through stocking of clothing racks

### Athena Athletics LLC

Lansdale, PA

*Team Member*

April-May 2022

- Led coaching sessions for girls' flag football team
- Fostered effective communication and provided support to team members

## SKILLS & INTERESTS

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**Languages:** Native Fluency in Vietnamese, Basic Working Proficiency in Spanish

**Technical Skills:** Microsoft Excel, PowerPoint, Word

**Certifications:** Google Analytics

**Interests:** Ceramics, Concerts, Cooking, Crochet, Movies, Music, Travel