

# Thuy Nguyen

(832) 860-3836 | [ngtan3@gmail.com](mailto:ngtan3@gmail.com) | [www.thuyanguyen.com](http://www.thuyanguyen.com) | Github: [thuy-n3](#)

## Summary Profile

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Business savvy, creative developer skilled at problem-solving, project planning, and technical documentation. Intellectually curious with a collaborative communication style. Adept at bridging technical and non-technical teams. Highly creative, quick learner, and easily adaptable to change.

## Technical Skills

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**Programming Language:** JavaScript (React.JS, Node.JS), HTML, CSS, Sass, jQuery, PHP

**Technologies:** Sketch, WordPress, Drupal, Bootstrap, Webflow, MongoDB, Git, GitHub, Firebase, NPM, Adobe Illustrator

**Operating Systems/ Cloud Platform:** Mac OS, Heroku

**Design:** Responsive Design, UI/UX Design

**Accounting:** PeopleSoft Accounting Systems, QuickBooks

**Other:** Microsoft Suite, Adobe Acrobat

## Education

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**C.T. Bauer College of Business, University of Houston, BA Finance and Marketing**

Global Energy Management Track in Finance | Certificate of Entrepreneurship

**The Iron Yard Houston – Front-End Engineering**

Developed web application utilizing JavaScript, HTML & CSS, MVC framework

## Professional Experiences - Web Developing

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**Freelance Web Developer**

2020 – Present

- Designed and developed websites for small business clients
- Provided solutions for clients with technical problems and website updates
- Trained clients and wrote technical documentation
- Established clients' social media accounts

**Volunteer – Web Developer/ Social Media – Friday Harbour**

2019 – Present

- Managed FridayHarbour.org WordPress website
- Created engaging content for social media accounts (Facebook, Instagram)
- Worked collaboratively with board members on marketing campaigns

**Web Developer – Poetic Systems**

2016 – 2018

- Developed and maintained clients websites utilizing Drupal CMS, HTML, CSS, Sass, PHP, and JavaScript
- Communicated with clients through Zendesk for site updates and site support issues
- Developed and maintain client's portfolio of 250+ websites with dedicated service
- Documented developmental steps and processes
- Trained multiple junior developers on developmental processes
- Worked collaboratively with team members to craft solutions and enhancements to clients websites
- Implementing web accessibility standards on clients sites

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## Professional Experiences - Marketing

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### **Beauty Consultant – Target** 2019 – Present

- Provided solutions to clients on product inquiries and problems
- Organized and managed inventory and backroom stock
- Audited sales floor and backroom inventory for accurate inventory control
- Executed planogram plans and optimize product displays and sales

### **Chief Marketing Officer & Business Development – Elias Commercial Roof Systems** 2015 – 2016

- Cultivated relationships with vendors, business partners, and potential clients such as METRO Houston
- Designed digital content and print materials for events, conventions, and online presences
- Organized and executed plans for events and conventions such as BOMA EXPO

## Professional Experiences - Accounting

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### **Accounts Payables/ Accounts Receivables – Netsync Network Solutions** 2013 – 2015

- Identified and resolve internal accounts discrepancies with minimal cost to the company
- Collaborated and streamline AR and AP for the sales team and purchasing department
- Maintained AP and AR accounts ledger to ensure cash and payments are accurately posted to QuickBooks
- Reconciled vendor's accounts every month for price variances
- Audited and process chargebacks and reimbursement on the company's credit cards
- Verified and process invoices and credit references on new clients for credit terms
- Created journal entry from all company's credit card transactions
- Collected revenues for delinquent accounts with outstanding payments to optimize cash flow

### **Accounting Intern - Liz Hair Salon, Houston, Texas** 2009 – 2013

- Managed daily operation including inventory control and daily preparation
- Maintained financial bookkeeping and business accounting from posting debits and credits,
- Produced financial statements, and recorded all financial transactions through QuickBooks
- Prepared weekly payroll reports and reconciled general ledger and journal entries

### **Accounting Assistant - Houston Public Broadcasting Station (KUHF)** 2008 – 2008

- Reconciled all of KUHF expenses for 15 different cost centers using Microsoft Excel
- Checked data including receipts, and printouts of P-card expenses
- Operated PeopleSoft System to obtain needed accounting data needed for reconciliation
- Compiled reconciliation report for each cost centers

## Membership, Associations and Volunteer Work

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### **Volunteer - Creative Morning Houston** 2019 – Present

Managed Creative Morning Houston Newsletter

### **Member – Toastmasters International** 2019 – Present

District 56 - Professionally Speaking Singles Toastmasters

Continuous speech presentation to improve speaking and leadership skills