

KIM NGUYEN

110-46 72nd Rd, Forest Hills, NY 11375 • [REDACTED] • [REDACTED]

QUALIFICATIONS SUMMARY

- Experienced in cross-border/functional and entrepreneurial working environment. Effective in fast-paced environment. Skilled multitasking ability. Outstanding problem-solving skills.
- Having solid knowledge of business and finance. Experienced in working with MS Office.
- Self-motivated, multi-lingual, personable, classy with outstanding work ethic. Demonstrated “can-do” attitude, resourcefulness and versatility to run one-man show.
- Highly skilled and dedicated Executive Assistant in managing daily operational, administrative functions and personal matters of world-class C-level Executives effectively.

PROFESSIONAL EXPERIENCE

CONSULTANT

**Washington D.C.
Present**

- Helping early stage startups on operations and administrative activities.

TAAG INDUSTRIES LLC.

**San Diego, CA
2008 –2013**

Executive Assistant to President/ CEO

- Updated and maintained CEO’s daily scheduled activities. Scheduled appointments, arranged meetings and events, handled all travels reservations and arrangements for Senior Executives.
- Coordinated, prepared and proofread documents including correspondences, presentations, legal documents, contracts. Organized, prioritized and classified all incoming and outgoing document. Translated documents from Vietnamese/Chinese to English and vice versa. Interpreted in meetings when required.
- Coordinated with Vietnamese staff on market research, compiled research data, developed and maintained databases.
- Coordinated with trade fair organizers domestically and internationally to arrange for the company’s exhibitions and other marketing activities.
- Organized chronicle and subject-oriented e-filing system to facilitate all staff to gain access with easiness and accuracy.
- Prepared budget and expenses projection. Assisted in hiring process of executive staff.
- Supported other special projects.

DLA PIPER LLP.

**New York, NY
2007**

Paralegal

- Translated legal document and key documents from Vietnamese to English (and vice versa). Provided advices to lead attorneys on business environment and culture, legal frame work, political system, investment climate, and business practices in Vietnam and Thailand. This allowed lead attorneys to create topic-specific files; chronological indices, witness files and built up the allegation.
- Prepared legal documents, including briefs, pleadings, appeals, contracts for the above project.

INTERNATIONAL FINANCE CORPORATION

**Washington D.C. and Asia
2000-2004**

Executive Assistant to Managers

- Scheduled appointments, arranged meetings and events, handled all travels reservations and arrangements for Senior Executives. Provided administrative support to other Senior Directors as required.
- Coordinated with other division (e.g. transaction team, legal team, economics team) to develop financial and economic scorecards on Excel spreadsheet to measure the performances of various programs. Helped prepared and distributed periodic financial/operation reports to other senior management staff and donors.
- Arranged and coordinated logistics for Director’ international travels including hotel, travel itinerary, meetings in demanding time frame and great level of adjustment to ensure well-coordinated and cost-effective programs.
- Answered a high-volume incoming calls and in-person inquiries from clients and colleagues across the globe. Treated each person with respect and provided accurate and useful information and referrals.
- Provided superior administrative support to Director and other Senior Management Staff, including correspondences, legal documents, financial management, events/logistics coordination, communication and policy compliance and problem solutions.
- Acted as liaison and maintained open lines of communication among senior executives, board members, shareholders, middle management and administrative staff.

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- Prepared correspondences, memos; proofed and edited press releases and other documents to ensure accuracy and consistency.
 - Coordinated preparation and timely dissemination of periodic reports and slide presentations for board meetings.
 - Coordinated Credit committee meetings with multiple global partners via satellite.
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EDUCATION AND CREDENTIALS

MIPP, *Economics/ International Development*, Johns Hopkins University, School of Advanced International Studies (SAIS)

LLB, *Laws on Business*, Ho Chi Minh City School of Law, Vietnam

B.Sc., *Business Administration*, Ho Chi Minh City School of Economics, Vietnam

Languages: Vietnamese (*native*), English (*fluent*), Chinese/Mandarin (*proficient*) and French (*proficient*)

Hobbies: Music, Arts, Yoga, Calligraphy, Photography, Traveling

Personal: Permanent Residency: USA, Canada * Citizenship: Vietnam