
VY NGUYEN



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SKILLS

- Administration
 - CRM (Salesforce)
 - Data entry
 - Python
 - Microsoft Office
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EDUCATION

SOFTWARE ENGINEERING BOOTCAMP

HyperionDev, *co-certified by The University of Manchester*
Average grade: 100%

BSc BIOMEDICAL SCIENCE

University of Sussex
September 2018 – June 2021
First Class Honours
with a Biosciences foundation year completed in June 2017 (71%)

A-LEVELS

Harris Westminster Sixth Form
September 2014 – June 2016
CCC in Mathematics, Chemistry and Biology

GCSEs

Harris Girls' Academy East Dulwich
September 2009 – June 2014
11 A*-A including Mathematics and English

EMPLOYMENT HISTORY

DATA ADMINISTRATOR, RBC BREWIN DOLPHIN / GOBEYOND

April 2023 – present

- Demonstrated proficiency in devising Excel formulas to facilitate seamless file movement and manipulation;
- Significantly increased the efficiency of work processes by formulating PowerShell command scripts to execute specific functions;
- Verified work quality through conducting visual checks and meticulous comparisons of specific values with corresponding details from code and Excel.

DATA ENTRY, UNIFROG EDUCATION LTD

May 2021 – present (Freelance)

- Gathered data from various sources to update search tools via the company's back-end system;
- Manipulated incompatible data to ensure it fit with the design of the tool;
- Collaborated with institutions and universities to resolve data discrepancies and incomplete records;
- Accurately processed high volumes of data using a methodical approach.

COURSE ADMINISTRATOR, LONDON SOUTH BANK UNIVERSITY

August 2021 – July 2022

- Managed a diverse portfolio of students and courses, upholding security and confidentiality standards;
- Maintained a high standard in the university database, ensured accurate input of HESA data, and resolved data disparities;
- Performed general admin duties; utilised CRM (Salesforce) and DocuSign
- Generated ad-hoc reports and board meeting minutes for internal and external stakeholders;
- Supervised the training of new hires in systems and processes.

RESEARCH ASSISTANT, INDEPENDENT BUSINESS NETWORK

August 2020 – October 2020

- Collected relevant information from external databases and inputted it into Excel spreadsheets;
- Reviewed and edited data to ensure completeness and accuracy;
- Compiled information into a well-organised, digestible format to increase accessibility;
- Liaised with companies to ensure the accuracy and timeliness of information.

ADMINISTRATIVE ASSISTANT, MEDIA & ACTIVISM

March 2019 – May 2020

- Managed workflow by regularly assigning tasks to colleagues, ensuring that deadlines were met, and work was completed accurately;
- Responded to ad-hoc queries and information requests;
- Answered incoming calls and emails, and assumed other administrative duties to support the team when needed;
- Handled sensitive information in a confidential manner.