

# HOANG M. LE

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104 NE 159<sup>th</sup> ST. Shoreline, WA 98155

(206) 913-1127

## QUALIFICATIONS SUMMARY

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- ❖ Professional experience in data entry and processing in a customer oriented environment
- ❖ Competency in SPSS statistical analysis program
- ❖ Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- ❖ Bilingual: ability to speak fluently in the Vietnamese language
- ❖ Pursuing Associate of the Society of Actuaries (ASA) designation

## EDUCATION

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*Pursuing B.A. in Business Administration – Finance and Marketing* *2009 – Present*  
University of Washington, Bothell, WA

- ❖ Current G.P.A – 3.5/4.0
- ❖ Awarded Dean's List – Winter 2010

### Academic Coursework:

- Corporate Finance – Evaluating securities, Constructing portfolios, Evaluating risk and return on investments, Capital budgeting, Financing new ventures
- Derivatives – Pricing derivative securities, Hedging portfolios, Arbitrage opportunities, Designing interest rate swaps, Monte Carlo simulations
- Marketing Research – Defining problems, Designing research projects, Constructing questionnaires, Collecting data, Analyzing results utilizing SPSS statistical software
- Operations & Project Management – Capacity planning, Total quality management, Six Sigma, Lean systems, Constraint management, Project management

*Associates Degree – Business Administration*  
Shoreline Community College, Shoreline, WA

*2006-2009*

## PROFESSIONAL AFFILIATION

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*Financial Management Association, Vice President* *2010 – Present*  
University of Washington, Bothell, WA

- ❖ Acquire speakers and plan functions centered around the speakers' areas of expertise
- ❖ Maintaining relationships with guest speakers
- ❖ Coordinating and directing the activities of committees
- ❖ Actively participating in community service
- ❖ Member of the Financial Management Association National Honors Society

## PROFESSIONAL EXPERIENCE

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*Diet Clerk* *2007 – Present*  
Northwest Hospital and Medical Center, Seattle, WA

- ❖ Interpreting and processing patient data
- ❖ Providing prompt and friendly customer service via telephone
- ❖ Adhering to JCAHO and HIPAA rules and regulations

*Guest Service Representative*

*2006 – 2007*

Northwest Hospital and Medical Center, Seattle, WA

- ❖ Providing on time delivery of food and beverages
- ❖ Aided in the successful implementation of room service
- ❖ Training new hires