



# To Thao Nguyen

## Business Analyst

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Location: District 10, Ho Chi Minh City

### SKILL EXPERTISE SUMMARY

**Business Analysis Techniques:** Requirement Elicitation, Wireframing, Document, User Stories, SQL, Process Modelling, State Diagram, API, Agile/Scrum practice, Use cases/ Software Requirement Specifications.

**Management Tools:** Jira, Confluence

**Software and Tool:** Figma, Draw.io, Miro, Postman for API Testing, MS Suite, Tableau

### RELEVANT PROJECTS

#### Genji Japanese Language App (BA foundation of Circle Academy)

Sep 2023 - Nov 2023

**Description:** Designing a warehouse rental system to efficiently manage warehouse operations and identify solutions to attract more customers by improving issues in the process.

**Role taken:** Team member - Business Analyst Trainee

**Responsibilities:**

- Practiced running a project in Agile Methodology
- Applied various techniques to analyze and model requirements using Data Model (ERD) & State Diagrams
- Documented requirements by using Use Case, User Stories
- Designing UX/UI for the system by Figma

#### Warehouse Management System Analysis and Design (School Project)

Oct 2023 - Dec 2023

**Description:** Designing a warehouse rental system to efficiently manage warehouse operations and identify solutions to attract more customers by improving issues in the process.

**Role taken:** Team member - Business Analyst Trainee

**Responsibilities:**

- Applied various techniques to analyze and model requirements using Data Model (ERD)
- Documented requirements by using Use Case.
- Practiced writing basic SQL statements to retrieve data from database to understand relationships
- Designing UX/ UI for the system by WixStudio.

#### E-commerce System Architecture (School Project)

Aug 2023 - Nov 2023

**Description:** Modeling the system architecture for an e-commerce enterprise, incorporating foundational principles, business processes, and interaction workflows with all involved entities.

**Role taken:** Team leader - Business Analyst Trainee

**Responsibilities:**

- Scheduled and delegated tasks to suitable team members
- Define business and system requirements
- Develop a plan for the data structure and information flow within the system
- Create a network infrastructure design that adheres to security requirements

## EDUCATION

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University of Economics Ho Chi Minh City

2021-2025

- **Major:** Business Information System
- **GPA:** 3.7/4.0
- **Relevant Coursework:** Business Analysis, System Analysis and Design, Database, Business Intelligence, System Architecture, Web Development, ERP Basic, Programming Basic, Desktop Application Development.

## EXPERIENCE

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An accountant (CHI KHUONG PRIVATE ENTERPRISE)

Nov 2022 - March 2024

**Description:** Auditing account, Debt comparison, Debt report on accounting books with data in contracts or actual data in transactions monthly.

**Responsibilities:**

- Working on Accounting Software MISA SME
- Issue an E-invoices and VAT invoices

## CERTIFICATION

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Circle Academy - Business Analysis Fundamentals Program

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