

# **Heather Trinh**

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(251) 866-6730

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## **EDUCATION**

Louisiana State University, Baton Rouge, LA August 2020-December 2021  
Master of Business Administration, Specialization: Finance, Cumulative GPA: 3.64

University of South Alabama, Mobile, AL August 2015-May 2020  
Bachelor of Science in Business Administration, Major: Economics & Finance, Concentration: Real Estate, Minor: Music

- Bloomberg Certification (BMC) 2020
- Outstanding Real Estate Student Award 2020-2021
- Aloys Sonneborn Scholarship 2019-2020
- Aden “Jack” Cooper Scholarship 2019-2020
- University of South Alabama Presidential Scholarship 2015-2019

## **PROFESSIONAL EXPERIENCE**

### **Navy Federal Credit Union, Remote**

Mortgage Lending Summer Intern June 2021-August 2021

- Created daily mortgage lending analytics reports using Microsoft Excel
- Assisted with pre-launch of leadership development program, *Aspiring Leaders*
- Created weekly meeting presentation slides using Microsoft PowerPoint
- Strengthened speaking and presentation skills through leading select meetings
- Demonstrated excellent customer service during all communication with clients

### **White-Spunner Realty, Mobile, AL**

Interim Administrative Assistant February 2020-August 2020

- Assisted in preparation and completion of Eastern branch company audit
- Served as a liaison between the company and the Alabama Real Estate Commission
- Updated listing information on several Customer Relationship Management (CRM) websites

### Commercial Real Estate Summer Intern

May 2019-August 2019

- Researched local opportunity zones and potential investment properties
- Updated listing information on several Customer Relationship Management (CRM) websites
- Consistently demonstrated excellent written and oral communication and a high degree of discretion in dealing with confidential information

### **Larson Real Estate & Investments LLC, Spanish Fort, AL**

December 2019-June 2020

#### Executive Assistant and Assistant Property Manager

- Maintained financial records for company property using Excel and QuickBooks
- Researched and implemented marketing and advertising strategies on company website
- Maintained and re-designed company website using Wix
- Used Cozy software for property management

## **GROUPS & ACTIVITIES**

### **Toastmasters International**

January 2016-Present

### **Accomplished Concert Musician**

### **Available for web conferencing**

<https://www.linkedin.com/in/heathertrinh/>