

Heather Trinh

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30 Elizabeth Drive,
Covington, LA 70435

(251) 866-6730

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-Spinner 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/>