

# Nam Pham

www.namhpham.weebly.com

---

## PROFILE

---

- Award-winning, multilingual fourth year BCom student with stellar academic performance and a solid foundation in accounting and finance.
- Dynamic communications skills demonstrated by liaising between a multitude of national and international organizations to build a network of support.
- Extensive experience designing spreadsheet with complex algorithms and multi-purpose databases using the Microsoft Office Applications.
- Strong financial background including knowledge on forecasting models, cost estimate functions, trend analysis, cost-benefit analysis and report writing.
- Work experience with various accounting processes including GL reports, accounts payable, invoicing, payroll and budgeting.
- Envisioned, founded and piloted the Zimbabwe Relief Committee by using strong leadership skills to bring together team efforts and fundraise over \$10,000 within one year.

## EDUCATION

---

**Bachelor of Commerce Undergraduate – working towards CPA**

Expected Graduation: 2015

**Gustavson School of Business, University of Victoria – Victoria, BC**

- 8.86/9.0 GPA - A+ Average
- **Languages:** English (fluent), French (fluent), Vietnamese (fluent)
- **Related courses:** Assurance, Taxation for Managers, Corporate Finance, Financial & Management Accounting, Business Law, Calculus, Probability, Statistics, Micro and Macroeconomics

## WORK EXPERIENCE

---

**Data Management Technician**

Aug 2014 – Dec 2014

**Ministry of Forests, Lands and Natural Resource Operations – Victoria, BC**

- Improved branch-wide cost estimate effectiveness by using a strong financial background to help develop estimate training for the Province.
- Streamlined costing procedures by using proficient Microsoft skills to design and develop a multi-purpose database with detailed reporting functions.
- Significantly increased forecasting accuracy by using sound analytical skills to perform an in-depth analysis on air craft costing tools and provide a recommendation to reduce variances.
- Managed and coordinated all financial functions at work camps as a Finance and Admin Chief.

**Finance and Admin Coop**

May 2014 – Aug 2014

**Ministry of Forests, Lands and Natural Resource Operations – Victoria, BC**

- Facilitated executive-level decision making by analysing historic expenditures to identify ongoing trends.
- Performed numerous accounting functions such as invoicing, accounts payable, creating GL reports and analysing debit and credit entries.

**Payroll Clerk**

May 2013 – Nov 2013

**Wildfire Management Branch – Victoria, BC**

- Greatly increased information availability by designing a management tool that measures workload, calculates productivity and forecasts labour requirements.
- Processed over 17,000 complex payments as a team by using a strong attention to detail to ensure accurate and correct computation and input of financial information.

**VOLUNTEER WORK**

---

**Founder, President and Treasurer**

2009-Present

**Zimbabwe Relief Committee Society – Nanaimo, BC**

- Spearheaded the Zimbabwe Relief Committee by using strong leadership skills to bring together team efforts and fundraise over \$10,000 within one year to build a foundation, floor plan and water tank for a preschool.
- Managed committee finances by using strong organizational skills to develop financial ledgers, manage budgets, control costs, and forecast potential revenue streams.
- Implemented an ethnic school lunch program by collaborating with the executive members to build on each other's ideas and compensate for each other's strengths and weaknesses.
- Developed a wide non-profit network by using dynamic communications skills to liaise with Rotary Nanaimo, Interact Club, Matopo Hill representatives and NDSS Students' Council.

**Treasurer**

2010-2011

**Rotary Interact – Nanaimo, BC**

- Ensured record accuracy by using a strong understanding of accounting processes to create financial ledgers and meticulously revise balances and information.

**AWARDS**

---

- University of Victoria Top Excellence Scholarship 2015
  - Awarded \$26,500 over four years for academic excellence
- Premier's International Scholarship 2014
- EDC International Business Scholarship 2014
- 1<sup>st</sup> place in cohort for KPMG Business Simulation 2014
- Howard and Linda Petch/Greater Victoria Chamber of Commerce Scholarship 2013