

Kim-An Phan

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Education

Master of Business Administration (M.B.A)

May 2014

Emporia State University, Kansas AACSB Accredited
Current Overall GPA: 3.57

Bachelor of Arts in Management

October 2012

University of Fribourg, Switzerland

Core Competencies

Business

- Coordinate training of new members in familiarity with established procedures
- Plan programming and events based on established outcomes and student needs
- Submit to and review reports and problems with superior

Technical/Research

- Process and evaluate large amounts of data using Excel or SPSS
- Report results of statistical analyses, including information in the form of graphs, charts, and tables

Languages

- German (native speaker)
- English (fluent in spoken and written)
- French (basic)
- Vietnamese (proficient)

Teaching Experience

Emporia State University – Emporia, KS

August 2013 – May 2014

Department of English, Modern Languages, and Journalism

Tutor in German

- Tutor and assist students individually or as a class in order to help them master assignments and to reinforce learning concepts presented by teachers

Business Experience

Dardis Academy – Kansas City, KS

May 2014 – August 2014

Professional Clothier/Sales Intern

- Manage own business
- Market and sell men's professional clothing
- Expand professional network

AIESEC Fribourg – Fribourg, Switzerland

April 2009 – April 2010

Vice-President of Incoming and Outgoing Exchange

- Lead and coordinate a team
- Hold informational meetings and make promotion of traineeship opportunities
- Recruitment of internship applicants and supervised them for their internship

ELEVEN – Solothurn, Switzerland

November 2009 – June 2010

Ice bar manager

- Collect money for drinks served and be in charge of cash register
- Take beverage orders directly from patrons

Research Experience

Emporia, KS, "The City of Emporia Marketing Research: A Comparison with the City of Pittsburg", Fall 2013

- A group research project focused on the satisfaction of students and the success of downtown businesses in the future. Methodology: Student survey and interviews with downtown merchant (quantitative analysis), interviews with clients (city commissioners and director)

Activities/Honors

- Marketing Club Member at Emporia State University (2012 – present)
- ASG (Associated Student Government) Senator at Emporia State University (2013)
- GIVE (Getting Involved in Volunteering in Emporia) Member for community services (2012-2013)
- AIESEC Fribourg Member and Vice-President (2008-2010)
- Phi Theta Kappa Honor Society Member (2008)
- Study abroad in Chanute, KS at Neosho County Community College (2007-2008)

References available upon request