

High Point, North Carolina

Submit Date: Jul 21, 2015

Application for Appointment to Boards and Commissions

Status: submitted

Profile

All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Dr. Nho

First Name

Bui

Last Name

dr.nho.bui@gmail.com

Email Address

6129

Street Address

6129 Birkdale Drive

Suite or Apt

High Point

City

NC

State

27265

Postal Code

Within High Point Corporate Limits

Please select your residency status.

Mobile: (336) 491-3437

Primary Phone

Alternate Phone

Employer

Which Boards would you like to apply for?

Board of Adjustment, Board of Alcoholic Control, Citizens Advisory Council, Economic Development Corporation, Firefighter's Relief Fund Board, Human Relations Commission, Theatre Advisory Commission

Ward 4

Ward you reside in?

Interests & Experiences

Please tell us about yourself and why you want to serve.

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

Business Management Dear sir/Madam: As a versatile and results-oriented professional, I offer a successful

track record as an Sr. Administrative Manager. I am highly qualified and have exceptional oral and written communication skills as well as interpersonal skills to interact with people on all professional levels. I have earned a solid reputation for my ability to rapidly adapt to new technology. I feel that with my expertise as an Sr. Administrative Manager and my ability to provide effective and reliable solutions in a timely manner, I will be a great asset to your company. As an accomplished Sr. Administrative Manager, I can provide excellent leadership and training to others. I am a dedicated and hardworking professional with superior organizational and management skills in pursuit of excellence. The accompanying résumé will provide further details of my responsibilities, skills, and accomplishments. I am available for immediate interview for the right opportunity. Sincerely, Dr. Nho Thi Bui 336.491.3437 Attachment: Résumé

[Nho_Bui_Resume-2.pdf](#)

Upload a Resume

Have you participated in Leadership High Point?

☐ Yes ☒ No

If yes, please list the year in which you participated in Leadership High Point:

Female

Gender

Applications will be retained and active for a two-year period

Dr. Nho Thi Bui

6129 Birkdale Drive
High Point, NC 27265
Cell: 336-491-3437
nhothibui@yahoo.com

Business Management

Qualified and experienced from Senior Administrative Manager with exemplary track record of success in diverse and varied industries.

Qualifications Summary

- Strong interpersonal skills and the ability to work effectively with a wide range of persons of varying backgrounds.
- Can read, write and speak in English and Vietnamese fluently.
- Ability to use a computer for word processing and basic spreadsheets.
- Expert in handling a variety of critical guest needs.
- Recognized expert in reading, interpreting, and applying technical data; and reviewing and evaluating operational and procedural systems.
- Excellent experience in providing leadership and training, directing daily activities of large teams in order to excel and achieve mission objectives.

Core Competencies

- Planning Management
- Data Entry
- Property Accountability
- Inventory
- Critical Problem-Solver
- Supply Management
- Information/Data
- Travel Support
- Quality Assurance/Control
- Employee Management
- Project Management
- Delivery Tracking
- Oral/Written Communication
- Audits/Assessments
- Technical Documentation
- Information Technology
- Record Keeping
- Performance Monitoring
- Time & Workflow Management
- Facility Management
- Personnel Deployment

Experience

Executive Manager, Fantasy Nails, High Point, NC

January 2003 – current

- Greeted and welcomed members in a courteous, professional and timely manner, providing prompt, accurate and efficient member transactions.
- Strong focus on providing business strategy and operations advisory leadership to joint venture and license partners.
- Led resolution of business and contractual disputes between company and license partners.
- Management of Treasury, capital, IT, asset protection and legal functions.
- Led and motivated the store team to increase sales and ensure efficiency.
- Managed the store's stock levels – Made key decisions about stock level and stock control.
- Analyzed sales figures – Utilized IT to record sales figures for data analysis and forward forecasts. Analyzed and interpreted trends to facilitate planning.
- Forecast volume of future sales to maximize profits.
- Screens telephone calls, visitors, and incoming correspondences.
- Confirmed, encoded and distributed invoices for payment.

Manager Care Contractor, Syndicated Office System, New Orleans, LA

February 1999 – December 2002

- Maintained and updated regional managed care clients relationship.
- Overseen and to ensured achievement of contractual deliverables and service levels.
- Developed Managed Care positioning and strategic execution in the Divisions.
- Educated customer and up sold products and maximized business volume from new accounts.
- Monitored communications with payers in the area.
- Stored, adapted and distributed information within the office.
- Supported senior associate with full secretarial and administrative duties.
- Planned secretarial work flows and offered leadership to the Secretarial/Administrative team.
- Opened, sorted, and distributed incoming correspondence, including faxes and email.
- Performed general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Screened telephone calls, visitors, and incoming correspondences.
- Performed a variety of administrative and executive support tasks that are highly confidential and sensitive.
- Performed day-to-day administrative tasks such as maintaining information files and processing paperwork.

Education

**Canterbury University, Doctor of Science
in Business Management**

Grand Canyon University, Master of Business Administration

High Point university, Bachelors Degree of Science

References Available Upon Request