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OBJECTIVE

I am a sophomore student currently studying International Business Management at San Jose State University. I am capable of working under pressure and have a high sense of responsibility. I also possess strong communication and team working skill with a flexible mindset to adapt to any working environments. I intend to leverage my knowledge and have the opportunity to develop further in the customer services field as my future career.

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Experience

- Nov 2019 - Present

Student ambassador

San Jose State University

  - Assist Student Recruitment & Institutional Partnerships and Marketing Departments in events at BUV and high schools, including Campus Visit BUV, Mini Info Day, Open Day, high school proms, Career Fair and Parent Meeting etc.
- Oct 2018 - Mar 2019

Co-founder of Modern Books and Action club

Modern High School

  - Encourage reading habit of students.
  - Set up projects and voluntary works, for example: Project "Exchange books for plants"/ Collect waste papers and sell them in order to create fundraising / Project "Book Review Contest for Van Giang students".
  - Create content for the club's facebook fanpage.
  - The club's fanpage on Facebook nowadays has more than 2000 likes.
  - VGB&A club was the very first club created at that time and has become the pioneer for the next generation clubs in Van Giang high school.
- Jan 2016 - Apr 2019

Secretary of the Great Youth Union

Modern High School

  - Set up and participate in all school events, contest, workshop.
  - Act as representative of students, take on the tasks of collecting students' feedbacks and giving students' proposal to the school's administrators.
  - Gain experience in working with other students and teachers from different high schools as well as in working with school's partner organizations.

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Skills

- Project Management

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- Communication

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- Time Management

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- Teamwork

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- English Professional Working Proficiency

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Education

- Business Management

Aug 2019 - Present

San Jose State University

Major: International Business Management

Top 3 students to get 50% scholarship award.
- Bachelors in Business

Sep 2016 - May 2019

Northeastern University