

Nguyen Thi Minh Duc

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Education

09/2018 – 02/2023

Student of Art in Business Administration,
International University - Vietnam National University HCMC
Specialized in Corporate Finance
GPA (cumulative): 3.04/4.0

Ielts 6.5

Skills

Planning and Organization



Communication



Collaboration



Microsoft Office



Design



Leadership



Organisations

09/2019 – present

IU Finance Club, Member of External Relations Department

Main responsibility:

- Enter into the activity of Sponsorship branch
- Create content and design publications
- Enter into organizing club public events such as IUF Career Talk Show, FINSPEED, etc.
- Join in the internal academic trainings, workshops about finance and economics organized by IUF

FINSPEED Contest

FINSPEED is a financial competition organized by IUF of International University. It gives students the opportunity to gain experience in analyzing corporate financial statements and equity research.

Main responsibility:

- Find and contact with the (potential) companies and collaborators.
- Design publications
- Check content

Achievement: Design, Communication, Creativity, and Academic knowledge of accounting and investment.

09/2020 – 09/2021

IU Football Club, President of IU FBC

Main responsibility:

- Apply company policies and manage the operation process of the club
- Build a schedule of activity programs in 1 year
- Estimate and decide the budget of programs
- Manage the Sponsorship activity
- Organize the club events such as IU League, IU Tournament, IU Newbies Tournament.

Achievement: Leadership, Problem Solving, Planning and Organization.

09/2019 – 09/2020

IU Football Club, Leader of Media Department

Main responsibility:

- Manage the activity of the department
- Create marketing strategy on social media for tournaments
- Content creator
- Manage IU Football Club fanpage on Facebook
- Enter into the Sponsorship activity

Achievement: Teamwork, Communication, and Planning.