



HOANG BAO YEN

Date of birth: 11/05/2000
Gender: Female
Phone: 0919159146
Email: johnsonjenns@gmail.com
Address: Hanoi, Vietnam

EDUCATION

08/2015 - 06/2018	Foreign Language Specialised High School (Vietnam National Univeristy) Japanese
09/2018 - 06/2022	Foreign Trade University International Economics

WORK EXPERIENCE

08/2020 - Now	Vietnam Japan Human Resources Development Institute (VJCC) Staff Assistant - Team Leader - Make content about Japanese courses and Japanese culture and advertising posts via Facebook, Website - Prepare and arrange documents - Class Manager - Make weekly work plan for assistant team
03/2021 - 04/2021	OJT Joint Stock Company Intern Translate documents (Japanese - English - Vietnamese)

SOCIAL ACTIVITIES

2017	VietAbroad - Teen Entrepreneur Top 15
07/09/2021 - 18/09/2021	International Week by Foreign Trade Univeristy Project Supporter Entrepreneurship and Small business - Support Japanese students to join and have classes in English about Vietnam Japanese culture, economy... - Teamwork with Japanese students making business plan

CERTIFICATIONS

2019	Japanese Language Proficiency Test - N2
2017	TOEIC 800
2021	Certificate of Basic Japanese Translation Skill

SKILLS

Content writting

Make advertising content
Write email, simple article

Basic design

Basic design in Canva, Photoshop
(Course poster, article tittle,...)

Basic computering skill

Microsoft Offices (Word, Excel, ...)
Google Sheet, Docs, Drive, Mail...

Basic Japanese English Vietnamese Translation

Basic Translate (Email, articles, paper...)
