

# LA DUC QUAN

157 Chua Lang, Dong Da district, Hanoi, Vietnam

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## OBJECTIVE

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College student with working experience in customer service and knowledge in business strategy and data analysis. Highly passionate, responsible, detail-oriented and proficient with computer. Seeking employment in data and business development.

## EDUCATION

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| ◆ <b>Foreign Trade University</b><br><i>Bachelor of Business Administration</i><br>- GPA: 3.73/4   | August 2019 - July 2023 |
| ◆ <b>Ha Long High School for the Gifted</b><br><i>Informatics class</i><br>- Third Prize in National's Competition for Gifted Students in Informatics<br>- GPA: 9.1/10 | August 2016 - May 2019  |

## WORK EXPERIENCE

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|---|---------------------------|
| ◆ <b>Tinhocmos Center, Hanoi</b><br><i>Marketing Intern</i><br>- Engaged with brain-storming and preparing contents of marketing campaigns<br>- Collaborated with other members to promote the company's image to college students and office staff<br>- Maintained the company's media presence on TikTok and Facebook and increased the number of followers by 200% | July 2021 - February 2022 |
| ◆ <b>MỞ - Mơ và Hối,</b><br><i>Sales Representative</i><br>- Developing sales cycle for the organization to reach target customers<br>- Conducting research to find and collect valuable insights of customers<br>- Helping to increase the experience of customers with the organization   | September 2021 - Present  |

## EXTRACURRICULAR ACTIVITIES

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| ◆ <b>FTU Music Club, Hanoi</b><br><i>Deputy Head of Organization and External Relations Department</i><br>- Contributed to build a professional and open space for the club members<br>- Supervised the activities of the club in organizations and external relations aspects.<br>- Managed a department of 22 members | July 2020 - July 2021  |
| ◆ <b>Moot Court Vietnam, Hanoi</b><br><i>Head of PR</i><br>- Builed Moot Court Vietnam fanpage and reached 4000 followers<br>- Prepared contents to attract students to the Moot Court<br>- Took care of participants and sponsors during the ongoing of the project  | May 2019 - August 2019 |

## HONORS & AWARDS

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Third prize in National Competition for Gifted Students in Informatics	January 2019
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## SKILLS

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Computer literate	Microsoft Office (Words, Excel, Powerpoint)
Teamwork	Working with others for projects
Leadership skill	Taking initiative and guiding others

## OTHER CERTIFICATIONS

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Coursera's IBM Data Science Professional Certificate	2022
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