

Nguyen Dang Son

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Personal statement

I am the sort of person that craves to be the best version of myself daily. If you offer me a difficult job, I will try numerous techniques and commit many hours to accomplish it as well as possible. I want to improve on the accomplishments I've achieved and the individuals who trusted me enough to assign me. Every job is valuable to me because it pushes me to be a better version of myself every day by persisting in achieving my goals.

Key Skills

- Leadership in a small and medium-sized team
- Research, Analysis, and Assessment in Business and Economics Topic
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word, and PowerPoint
- Excellent communication skills, especially written
- Presentation skills in English and Japanese
- Translation skills from English to Vietnamese

Education

Foreign Trade University (August 2018 – August 2022)

Majors: Japanese-style International Business (Intake 57)

- Co-operated with professors from Japanese universities & organizations inclusive of Rikkyo University, Kantou Gakuin University, Toyo University, and JICA.
 - Courses from Rikkyo University: International Business, International Business Communication (Project-Based Course), Japanese Business and Economics, and Human Resources Management in Japanese Style.
 - Courses from Kanto Gakuin University: Business Plan VBIZ 1,2,3.
 - Courses from JICA: Career Design and Skill, Organizational Behaviors and Communications, Japanese Culture and Cross-Culture in International Business.
 - Courses from Toyo University: Monozukuri Philosophy and Japanese Manufacturing Systems.
- All class is in English and the second language is Japanese

Aichi University, Online Exchange Student (April 2021-July 2021)

Class: Advanced Japanese

- Using Japanese in communication, learning, and researching during the course
- Making presentations in Japanese individually each class with diversifying topics such as sales, culture, products, news, life, traveling, etc.
- Working with intercultural and international teammates from China, and Taiwan.
- Extracurricular: Free talk with Japanese

The University of Surabaya, Ubaya Online Summer Program (November 2021)

Class: Productive Things To Do During The Covid-19 Pandemic

Employment History

Internship in Business Development Executives, Ekoios Technology Company, 2 Nguyen Thi Due, Trung Kinh, Dong Da, Ha Noi (March-May, 2022)

Achievements and responsibilities:

- Analysing and Assessing the market penetration plan to conduct marketing and sales strategy to attract and approach target customers.
- Implementing the sales plan to targeted customers through emails and LinkedIn with supported tools.
- Brainstorming the weekly and monthly sales plan with managers and the sales team.
- Supporting the ongoing project to connect customers and project teams in the conducting process.

Internship in Macroeconomics and Investment Department, CafeF, Nguyen Huy Tuong, Thanh Xuan, Ha Noi (July 2021 – November 2021)

Achievements and responsibilities:

- Publishing the article in terms of macroeconomics and investments hastily and in due.
- Be responsible for updating the resolutions, decisions from government, ministries.
- Analysing and Searching for the readers' trends in CafeF and other news to make a daily report
- Owing an excellent analyzing news with nearly 300.000 views and an average of 5000 views/article

Team Leader in VJCC Library, VJCC Institute, 91 Chua Lang, Lang Thuong, Dong Da, Ha Noi (December 2019 – December 2021)

Achievements and responsibilities:

- Leading and arranging the team members to accomplish the daily tasks.
- Making the monthly reports and checking the working process during the month in terms of registration amount, reader information, inflow and outflow of books.
- Being in charge of library branding and communication strategically: creating the communication plan, designing the communication picture, video, and email communication.
- Building a Facebook page with nearly 1000 followers and reaching thousands of people each month.
- Gaining the increasing amount of registered reader cards monthly, up to 10 people/ month.

Internship in Supporting Startup Department, Office 844 - Ministry of Science & Technology, 113 Tran Duy Hung, Ha Noi (September 2020 – December 2020)

Achievements and responsibilities:

- Supporting the core team withholding the Techfest 2020 Event – the biggest technology and innovation event in Vietnam.
- Supporting the leader with building the BOT system, which automatically answers the questions from audiences.
- Contacting and working with the counter partner, startups, and sponsors of Office 844

Extracurricular

Subleader in Digital Kids Asia Pacific, Unites Nations in Vietnam (February 2020 – September 2020)

Achievements and responsibilities:

- Being a Subleader of a project, in charge of Finance and Human Resourcing Management
- Planning the processing plan for the project
- Cooperating with the Leader to manage the working process
- Presenting our proposal to experts from the United Nation in Vietnam and the Ministry of Education and Training.

Member of Communication Team, Japanese Club in Foreign Trade University, 91 Chua Lang, Ha Noi (September 2018 – September 2019)

Achievements and responsibilities:

- Being in charge of Leader of Communication in a “Japanese Culture and Business Manner” event
- Involving in creating a monthly communication plan.
- Drafting and proofreading writing planned to post on the official website/page.
- Engaging in cooperating with other members to organize several events.

Certificate

- Japanese Bookkeeping Certificate Level 3 (May 2021)
- TECHFEST 2020 – NSSC (December 2020)
- JLPT N2 120/180 (December 2020)
- International Youth Day – United Nations Viet Nam (August 2020)
- Ireland Day 2020 Online Campaign – CSDS (January 2020 – May 2020)
- Quest Career 2019 (December 2019)
- JLPT N3 145/180 (December 2019)

Course

- Japanese Translation Course – VJCC (December 2021 – February 2022)
- JLPT N1- VJCC (June 2021 – August 2021)
- IMC Planning, Communication, and TikTok Building Course – E-Solution Media (July 2021)

