

HOANG PHUONG THAO

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CAREER OBJECTIVE

Detailed-oriented and result-driven individual seeks Intern position in a challenging working environment.

EDUCATION

FOREIGN TRADE UNIVERSITY – International Business

2019 – 2023

- GPA: 3.85/4.0
- Got 3 scholarships for Excellent Performance (top 5% of Faculty)

WORK EXPERIENCES

MENTORI VIETNAM JSC.

Operations Executive

01/2021 – 02/2021

- Took responsibility for organizing and operating logistics in Mentoring processes (connecting Mentor - Mentee) via website platform.
 - Contacted Mentors from eminent organizations (top MNCs, dynamic startups, ...) to plan timeline to execute mentoring sessions.
 - Worked with customers to support and solve their problems timely.
- Connected successfully ~ 90% participants having mentoring sessions with their Mentors.

Project Assistant

10/2020 – 12/2020

- Supported a Market Research project called "Private dating with Mentors" with Qualitative research (customer interview) and Quantitative research (customer survey) to redefine Buyer Persona.
- Facilitated over 60 in-depth interviews with target customers to discuss content and generate insights.
- Synthesized findings and developed recommendations in the form of written deliverables.

ACTIVITY

ISC - INTAKE

Team Leader – University Representative Assistant

02/2022

- Managed a team of 6 members in delivering the event results.
- Planned a Marketing campaign for the team, supervised members closely and the team's performance on attracting attendees ranked number three out of 11 teams.

University Representative Assistant

11/2021 – 01/2022

Took part in 4 consecutive virtual study abroad fairs as a University Representative Assistant.

- Wrote promotional content about the events and Universities in UK, US, Australia via Facebook channel and acquire about 10 attendees/ fair.
- Interpreted for International Representatives, parents and students joining the events.

SKILLS

- Language: English (equivalent to IELTS 6.5)
- IT Skill: Microsoft Office (Word, Excel, Powerpoint)

AWARD

Top 8 in *Speak Out Loud Contest* 2021 held by English Club (Banking Academy of Vietnam).