



# TRAN QUOC NAM

## IT SUPPORT INTERN

### CONTACT

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### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Office Information
- Effective Communication
- Critical Thinking
- Edit photos & videos

### LANGUAGES

- English (Fluent)
- Japanese (Basic)
- Vietnamese (Native)

### CERTIFICATION

- Microsoft Office Specialist Word 2013
- Microsoft Office Specialist Excel 2013



### PROFILE

I'm a motivated and enthusiastic individual with a strong interest in the IT support field. Currently, I'm in my last year of studying for a bachelor's degree in Information Technology at Saigon University. I'm seeking an IT Support Intern position to apply my knowledge and gain practical experience.



### WORK EXPERIENCE

#### Prestige Construction Interiors Company Limited

Frontend Web Developer Intern 06/2024 - 08/2024

- Participated in the user interface design process, ensuring UI elements are user-friendly and easy to use.
- Designed and implemented reusable ReactJS components, ranging from basic elements to complex functionalities.
- Fine-tuned and optimized component re-rendering, reducing page load times to enhance performance and user experience.

#### Rio Trading Company Limited

IT Support 06/2023 - 01/2024

- Monitored and controlled the server system daily to ensure stable operation.
- Identified and resolved system issues promptly, minimizing the likelihood of problems.
- Advised and trained end users on using software applications, operating systems, and security procedures.

#### Luna Investment Company Limited

Freelance Graphic Designer 09/2023 - 12/2023

- Designed various communication materials for the company including menus, posters, banners, and illustrations.
- Collaborating with the marketing team to ensure that designs align with the overall brand strategy and marketing goals.



### EDUCATION

#### Software Engineering

Information Technology | Saigon University

2020 - Now

- Semester: 8/9