



# TRƯƠNG THỊ HUYỀN

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## INTRODUCTION

With a strong academic foundation in Supply Chain Management and Logistics, complemented by over a year of practical experience in warehouse operations, I am a proactive and responsible professional dedicated to achieving organizational goals. I am keen to contribute my skills and expertise as part of a dynamic team, and to add meaningful value to the continued success of your esteemed company.

## EXPERIENCE

- **ASSITANT WAREHOUSE SUPERVISOR- GIAO HANG TIET KIEM** *10/ 2023 - 4/2025*  
**JOINT STOCK COMPANY**  
Personnel Management
  - Managed a warehouse team of 15–20 staff members, including task assignment and shift scheduling for loading/unloading operations.
  - Coordinated with HR and Administration to support employee well-being and ensure compliance with company policies and warehouse regulations.Quality Control & Operations
  - Monitored goods handling quality, supervised inbound and outbound logistics, and resolved operational issues to maintain service excellence.
  - Oversaw inventory control, optimized storage space, and ensured product quality and service standards were consistently met.
- **SALE ASSISTANT/ FACEBOOK ADMINISTRATOR - TIEU NY'S** *02/2021 - 03/2023*  
**CLOTHING STORE**
  - Assisted in promotional campaigns and marketing activities.
  - Provided product consultation, sales, and customer service.
  - Managed fanpage content and wrote product descriptions.
  - Designed basic images and supported image production for marketing.
- **IMPORT AND EXPORT DOCUMENTATION INTERN - The Representative** *03/2023 - 06/2023*  
**Office Of Kintetsu World Express (Vietnam), Inc. In Da Nang City**
  - Drafting and preparing shipment documents.
  - Entering information into existing databases.
  - Declaring the manifest for imported goods.
  - Support making international payments and export contracts.

# HỌC VẤN

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- **TRƯỜNG ĐẠI HỌC KINH TẾ ĐÀ NẴNG** 08/2019 - 06/2023
  - Chuyên ngành: Quản trị chuỗi cung ứng và Logistics
- **Chứng chỉ TOEIC : 705/990**