



# NGUYEN THI THU THUYEN

## CONTACT

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## EDUCATION

2021 - 2025

UNIVERSITY OF ECONOMICS HO CHI MINH CITY (UEH)

- Major: Business Administration
- Classification: Exellent

## SKILLS

- Organization, time management, effective teamwork
- Communication and adaptive interaction skills
- Planning and problem-solving
- Basic design using PowerPoint, Canva, Capcut, ...
- Proficient in Microsoft Office
- Office management software (ERP)

## CERTIFICATIONS

- English (Toiec: 600+)
- Office IT (IC3: GS5)

## CAREER OBJECTIVES

- Short-term: Contribute, learn, and develop necessary skills for the job; become an official employee; understand thoroughly and perform well the tasks of the applied position.
- Long-term: Improve personal qualifications to reach higher positions and contribute to the development of the company.

## WORK EXPERIENCES

**KOVA TRADING JOINT STOCK COMPANY** Aug 2024 - Nov 2024  
(A MEMBER OF KOVA PAINT GROUP)

Marketing Intern

- Supported product projects, communication campaigns, events, and activations
- Assisted in preparing and producing POSM
- Monitored market information and reported to the Marketing team
- Performed administrative tasks (internal implementation requests, contracts, etc.)
- Other tasks assigned by direct supervisors
- Participated in brainstorming sessions to contribute new ideas and perspectives

**PHUOC TIEN COFFEE**

Mar 2023 - Jul 2024

Staff

- Assisted in organizing the shop before opening hours
- Trained new staff; designed posters and menus; supported content writing and filming promotional videos for new branch openings
- Designed and entered inventory management data using Excel; created regular reports

**JUSSY OFFICIAL - ACCESSORIES SHOP**

Aug 2022 - Dec 2022

Customer Service Staff / Website Admin

- Responded to customer messages across platforms: Shopee, Lazada, TikTok, Facebook, Zalo, Instagram
- Handled complaints and incidents on e-commerce platforms
- Provided after-sales care
- Received positive customer feedback for fast and reasonable problem-solving