NGHIEM THI QUYNH NHU

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CAREER OBJECTIVE

I am a proactive and adaptable individual who seeks new experiences and challenges. With a strong passion for learning and a hands-on mindset, I am eager to gain practical expertise in the business field, develop myself, and contribute great value in the long run.

EDUCATION

University of Economics Ho Chi Minh City - Senior student   **Oct 2022 - Present**
- Major in Business English.
- GPA: 8.6

WORK EXPERIENCE

Salt Cancer Initiative - Social Media Assistant   **Aug 2024 - Jan 2025**
- Led the social media campaign for a community event, including schedule planning and copywriting, and basic image and video editing.
- Increased Facebook page following by 100+ new followers within one month through consistent, audience-tailored content and strategic posting.
- Contributed to Communication Team for a large-scale event with 2,000+ attendees by creating impactful content based on pre-assigned themes, helping maintain brand consistency across multiple phases.

Vip English - Classroom Coordinator   **Jan 2024 - Jul 2024**
- Managed and responded to student requests efficiently, offering solutions and maintaining a high level of customer satisfaction.
- Maintained clear and professional communication with international teaching staff.
- Gained strong skills in problem-solving, cross-functional communication, and multitasking in a high-volume environment.

The IELTS Workshop - Telemarketing Executive   **Aug 2023 - Nov 2023**
- Conducted outbound calls to introduce English courses and successfully generated an average of 3 qualified leads per month.
- Participated in on-site marketing activities such as handing out flyers and operating promotional booths at high-traffic locations.
- Actively involved in the planning and execution of an internal English competition event.

EXTRACURRICULAR ACTIVITIES

Forage Virtual Job Simulation of Tata Group - Data Analyst   **Jun 2025**
- Completed a simulation involving creating data visualizations for Tata Consultancy Services.
- Applied critical thinking to identify and research key business issues relevant to executive-level concerns.
- Developed a professional summary focused on strategic recommendations with storytelling and fine-tuned presentation skills.

Ybox Sub Factory - Video Content Translator   **Apr 2023 - July 2023**
- Researched and curated high-quality video content aligned with audience interests and educational or entertainment value.
- Translated and localized video subtitles from English to Vietnamese using Aegisub, ensuring both linguistic accuracy and natural flow for viewers.
- Maintained a high standard of cultural sensitivity and contextual nuance, enhancing content relatability for target audiences.

ADDITIONAL INFORMATION

- **Skills:** Communication; Collaboration; Microsoft Office: Word, Excel, PowerPoint, Power BI; Basic Design & Edit Tools: Canva, Capcut; Basic Data Analysis.
- **Languages:** Vietnamese (Native), English (Fluent), Korean (Conversational).
- **Certifications:** IELTS 7.0 (2022), Arizona State University Tesol, TOPIK 4 (expected), IC3 - GS5, Hubspot Social Media Certificate, Google Fundamentals of Digital Marketing, AIESEC Digital Marketing Training Program