



# Nguyen Hong Ngoc Tuyet

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## Professional Summary

Highly motivated and result-oriented new graduate committed to a career in Communication. Eager to apply collaborative skills in communications, campaign execution, and content marketing. Passionate about fostering positive employee relations and contributing to a thriving workplace culture.

## Education

### Foreign Trade University

International Business Administration. 3.47/4.0

HCMC, BA

2021-2025

### Awards & Certification

Semi-finalist, EUREKA Scientific Research Competition, 2023

Second Place, FTU Scientific Research Competition, 2023

Hands-on Marketing, AIM Academy

Udemy: HR Analytics, HR Fundamentals

**Language:** English - IELTS 7.0, 2021

## Experience

### Intel Corporation

#### Workplace Services & Employee Engagement Intern

07/2024 – 06/2025

- Reduced live onboarding session time by 83% by leading the zero-cost, in-house production of a new hire orientation video. Managed the project from concept to completion in just 15 hours by efficiently planning tasks and utilizing existing resources.
- Wrote, edited, and distributed over 10 monthly newsletters, transforming raw departmental data into impactful communications that kept the entire department informed of key business updates.
- Designed over 30 distinct marketing and communication assets (posters, digital signage, internal guides) using Adobe Illustrator and Canva, ensuring consistent and professional branding across all platforms.
- Revamped the user experience of the internal Workplace Services portal by redesigning and consolidating the SharePoint site, unifying 8 separate service lines into a single, intuitive, and easy-to-navigate interface.
- Led the complete redesign of the 24-page 2025 Intel Site Guide for Intel guests and new employees. Collaborated with stakeholders across departments to refresh content and visuals, ensuring 100% alignment with corporate branding standards.
- Orchestrated the end-to-end execution of site events, including Christmas Day, Women's Day, Tet Gala, and others for over 1,000 employees, successfully boosting employee engagement and site-wide morale.
- Cut manual administrative task time by 80% by automating key workflows. Leveraged Smartsheet forms and advanced Excel formulas to streamline employee information updates, which significantly improved data accuracy and team accountability.

### Mita Story Agency

#### Account & Content Intern

09/2023 – 03/2024

- Performed key administrative duties including the preparation, translation, and confidential handling of materials.
- Supported commercial efforts by following up on marketing leads and facilitating their transfer to relevant teams.
- Composed and published 10+ high-performing social media posts for the Đánh Thành brand, achieving over 20,000 interactions and contributing to successful campaign outcomes.

## Leadership & Activities

### FTU Mịch Project, 2022

#### Co-project Leader

Co-led a business simulation project and sold 500+ keychains and pencil cases, resulting in 6M+ VND in profit within a month.

Promoted products via social media, reaching 7,000+ organic engagements in 3 weeks.

### FTU2 Model United Nations, 2022

#### Human Resources & Logistics Member

Managed event logistics, sourcing, and negotiating with over 20 vendors to secure venues and materials within strict budget and timeline constraints, and organized Learning & Development activities for 30+ members for a major conference and gala.

## Skills

**Technical:** Microsoft Office Suite, Visio, Smartsheet, Canva, Adobe Illustrator, CapCut.

**Professional:** Content Writing, Project Coordination, Event Management, Creative Thinking, Problem Solving.

## References

Vo Hoang Trung, Real Estate & Workplace Services Manager, *Intel Corporation*

Nguyen Khanh Duy, Site Services Specialist, *Intel Corporation*

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