

RESUME

A. PERSONAL INFORMATION

Name: **VU DUY THAO DUNG**
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B. EDUCATION BACKGROUND

International Program in Business Administration in Marketing – Hoa Sen University

C. SKILL

- Event planning & on-site coordination
- Stakeholder & partner communication
- Content creation & copywriting
- Problem solving & crisis handling
- Social media management
- Fast learner & adaptable to change
- Executive support & administration
- Team collaboration & multitasking
- Strategic marketing planning
- Tools: Canva, Meta Ads, Google Workspace, Microsoft Office

D. WORKING EXPERIENCES

Infinite Solutions Event

04/2024 – 05/2025

Event & Communications Coordinator – Brisbane & Sydney, Australia

- Planned and coordinated logistics for events in Brisbane and Sydney, ensuring smooth operations from pre-event to post-event stages.
- Created and edited communication content, including press releases, MC scripts, event brochures, and social media captions.
- Liaised with speakers, sponsors, partners, and vendors to align event goals and deliverables.
- Provided on-site support including guest reception, issue resolution, and coordination of volunteers.
- Contributed to brand positioning and post-event community engagement strategies.

Prospero Solutions Education Immigration

11/2023 – 05/2025

Executive Assistant to BOD 11/2023 – 05/2025 (Brisbane, Australia)

Executive Assistant to BOD 04/2023 – 05/2025 (Vietnam)

- Complete a broad variety of administrative tasks for BOD: managing calendar of appointments; completing expense reports; arranging travel plans, itineraries and agendas;
- Relationship Management for BOD;
- On behalf of the BOD, to communicate directly with domestic and foreign partners;
- Monitor the daily tasks of relevant departments, identify and promptly resolve problems;
- Plan business and marketing strategies.

Prospero Solutions Education Immigration

12/2021 – 04/2023

Marketing Executive

- Create compelling and engaging content for various platforms, including website, YouTube, social media, email marketing, and print materials;
- Develop and execute comprehensive marketing plans to achieve business objectives, including brand awareness, educate customer, and customer retention;
- Social Media Management: Manage and grow our social media presence on platforms such as Facebook, Youtube, Website, and Instagram;
- Organize internal and external event.

Blue Ridge International School

04/2020 – 03/2021

Marketing Executive

- Rebranding by changing a company's image and its appearance;
- Running ads on Facebook;
- Media planning;
- Create content;
- Develop and implement marketing strategies for company's products and services;
- Sale support for the main distribution channel (brand activation, promotion, brand image);
- Event/ Public relation.

Imap Education

08/2019 – 02/2020

Social Marketing Online

- Create standard SEO content on website, social media;
- Implement campaign on social media;
- Support Marketing Manager and Marketing team in offline activities.

Smart Applied Marketing

05/2019 – 08/2019

Junior Account Intern

- Support Account Managers in day-to-day tasks related to event planning and execution;
- Collaborate with team members to communicate with clients, gather event requirements, and update clients on project progress;
- Assist in sourcing and coordinating with vendors, such as venues, caterers, decorators, and entertainment services;
- Coordinate logistical aspects of events, including transportation, accommodations, and on-site setups;
- Tracking and managing event budgets, ensuring expenses are recorded and tracked accurately;
- Research on industry trends, venues, and event-related services to support decision-making.

Edu2Review

03/2018 – 08/2018

Social Marketing Online (Part-time)

- Content Facebook, manage, monitor, answer questions and feedback of users on social channels.

Macaron T-shirt

12/2016 – 01/2018

Marketing Online

- Research the demands and trends of customers, the online community and the fashion community to develop appropriate new topics and content
- Receive orders, pack and create orders for delivery
- Receiving, processing and responding to complaints about products, services, promotions for customers through online channels when customers contact