

# Mai Thi Hoang Diem Xuan



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District 7, Ho Chi Minh City

## PROFILE SUMMARY

Desire to accumulate experience, apply the knowledge that have learned in school and be able to devote myself in work. So that, me and myself can have a chance to become an expert in the business market.

## STRENGTHS

- Computer Skills - Expert
- English - Expert
- Reporting - Expert
- Teamworking - Expert
- Customer Service - Intermediate
- Copywriter - Intermediate
- Problem Solving - Intermediate
- Time Management - Intermediate
- Creativity - Intermediate

## CERTIFICATE

### MOS certificate (2023)

Proficient in Word, Excel, Powerpoint, Canva

### TOEIC certificate (2024) 835/990

Proficient in writing and verbal English

## EDUCATION & WORK EXPERIENCE

### Ho Chi Minh City University of Foreign Languages - Information Technology (HUFLIT)

#### Bachelor / 2021 - 2025

Bachelor of English as Second Language - Major in Business English

- **Relevant course:** Human Resource Management, English in Advertising and Marketing, Marketing Skills in Business, Scientific Research Methods, English for Business Purposes, Customer Service, Negotiation Skills for Business, Business Communication, Sale Skills
- **Marketing projects:**
  - + Project for "English Specialized in Advertising and Marketing" subjects: "Meijer" 7.5/10.0
  - + Project for "Marketing Skills in Business" subjects: "Tropicaland" 10.0/10.0
  - + Project for "Sale Skills" subjects: 7.5/10.0
  - + Project for "Business Communication" subjects: "Buckies" 8.0/10.0
- **Work experience:**
  - Office Work intern at People's Committee of Ward 8, District 4 (08/2024 - 10/2024)