



NGUYỄN MAI PHƯƠNG HOÀNG

PASSIONATE PROFESSIONAL WITH A STRONG BACKGROUND IN ADMINISTRATION AND CUSTOMER SERVICE. EXCELS IN FLEXIBLE COMMUNICATION AND PROVIDING OUTSTANDING CUSTOMER CARE. POSSESSES A DEEP KNOWLEDGE AND GENUINE INTEREST IN THE BEAUTY INDUSTRY, EAGER TO CONTRIBUTE TO TIKTOK'S E-COMMERCE PLATFORM BY DELIVERING EXCEPTIONAL EXPERIENCES AND BUILDING MEANINGFUL CONNECTIONS WITH CUSTOMERS AND PARTNERS.

0905.424.009

andreanguyenmai@gmail.com

Tan Binh, Ho Chi Minh city

EDUCATION

VNU HCMC-UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

International Relations | Expected to graduate in 2025

- Held the position of class president for 4 years
- Organized many department events for 4 years

LANGUAGES

- Vietnamese - Natives language
- English - IELTS 5.0 (2020)

SKILLS

- Effective Communication
- MS Office Skills
- Time Management
- Working Independently

EXPERIENCE

BOSCH GLOBAL SOFTWARE TECHNOLOGY VIETNAM | MAY 2024 - NOVEMBER 2024

Operation Admin Intern

- Process interview arrangement.
- Onboarding and Deboarding activities tracking.
- Support other task of team member.
- Track and update data for the team, managing over 800 HR-related data entries monthly.

SAVILLS VIET NAM | JANUARY 2024 - APRIL 2024

Customer Services Officer

- Archive and organize documents and correspondence
- Listen and handle complaints from residents
- Provide necessary information to tenants
- Schedule work for service contractors monthly
- Manage and organize office supplies

FOREIGN SERVICE CENTER (FSC) | AUGUST 2023 - JANUARY 2024

Foreign Affairs Admin Intern

- Plan a tentative international working group. Complete the delegation's work schedule to the Netherlands, Japan, China, and Dubai.
- Create a service contract. Complete a set of delegation contracts to Korea, France, Belgium, and Germany. Event organization.
- Plan to recruit and manage volunteers for the city's external events. Successfully managed volunteers for the 2023 Foreign Service event.

ACTIVITY

GRADUATION CEREMONY FOR STUDENTS OF THE 2017 CLASS | 2022 (YEAR 3)

- Plan to recruit and interview volunteers
- Survey the location and plan personnel assignment
- General coordinator of the bachelor's degree awarding event

NEW STUDENT WELCOME PROGRAM | 2021 (YEAR 2)

- Come up with ideas and organize a welcoming ceremony for new students
- Plan to recruit and interview volunteers
- Manage and assign personnel to run events

LEARNING AND RESEARCH METHODS IN INTERNATIONAL RELATIONS EVENTS | 2020 (YEAR 1)

- Come up with event ideas and recruit volunteers
- Update the working progress of the departments
- Manage and assign personnel to work on the day of the main event