

## HOANG BICH NGOC

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### EDUCATION

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#### UNIVERSITY OF FINANCE - MARKETING

Ho Chi Minh City, Vietnam

##### *Undergraduate*

2021 - 2025

- Major: Business Administration
- GPA: 3.29/4.0
- Awarded 1 scholarship

### EXPERIENCE

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#### BIOVALLEY VIETNAM JOINT STOCK COMPANY

Ho Chi Minh City, Vietnam

##### *Sales-Marketing Intern*

Feb 2025 - May 2025

- Managed cross-platform content (LinkedIn, Instagram, website), ensuring brand consistency.
- Designed marketing materials using Canva and CapCut to enhance engagement.
- Collected data of potential clients

#### XO TOURS LIMITED COMPANY

Ho Chi Minh City, Vietnam

##### *Tour guide Assistant*

Jan 2024 - Jan 2025

- Took tourists around the city on a motorbike
- Introduced Vietnamese culture and people to international visitors

##### Result:

- Received positive reviews on Google Maps, TripAdvisor
- Employee of the Month Runner-up (11/2024)

### ACTIVITIES

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#### HUB START UP VII COMPETITION

Ho Chi Minh City, Vietnam

##### *Organized by Ho Chi Minh University Of Banking*

Oct 2024

- Brainstormed for startup ideas
- Researched competitors
- Assisted in the writing of a marketing proposal

##### Result:

- Joined the Top 18 teams to compete in the semi-finals of the competition.

#### GIVE IT BACK

Ho Chi Minh City, Vietnam

##### *Member of Marketing & Communications Team*

Feb 2023 - Sep 2023

- Supported team at webinars (topics: Fundamentals of Human Resources, Marketing)
- Scheduled content to be published on social media at ideal times
- Assisted in creating engaging and creative content for social media platforms (Facebook, LinkedIn)

##### Result:

- Engaged 30 Mentees
- Raised 8,750,000 VND to help children in underserved areas approach books

#### GREEN HERO

Remote

##### *Member of Communications Team*

May 2022 - Aug 2022

- Designed brochures, infographics
- Contributed ideas to the communication plan

### SKILLS

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- Computer: MOS Office 2016 (Word: 943/1000; Excel: 935/1000)
- Language: English (Ielts 6.5)
- Soft skills: Teamwork skills, communication skills, time management skills