

# PHAN THỊ KIM HUỆ



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Tay Thanh, Tan Phu, HCM



## SKILLS

Creative



Teamwork



English



## EDUCATION



2022-2026

Ho Chi Minh City University of Industry  
and Trade

- International Business



## PROFILE

- Hardworking and proactive, currently working in retail and seeking an internship to grow with your company.



## EXPERIENCE

2022 - 2023 | Operator - CITIGYM



- Responsible for greeting guests, handling incoming calls, managing appointments, and providing administrative support to ensure smooth front desk operations.

2022 - 2023 | Consultant - Foreign language center HUIT

- Advised students on suitable language courses, provided information about programs and schedules, and supported enrollment and customer service processes.

2024 - 2025 | Teaching Assitant - DTP



- Assisted instructors in classroom management, supported student learning, and helped prepare teaching materials and activities.

2024 - 2025 | Sales Assitant - Guardian



- Assisted customers with product selection, maintained store cleanliness and merchandise displays, and supported daily sales operations to ensure a positive shopping experience.



## AWARDS

2023-2024

- Third prize - Scientific Research student