



DANG HIEU VY

hieuvy.dng@gmail.com

2001

[Linkedin](#)

(+84) 767 397 025

Ho Chi Minh City

[Portfolio](#)

CAREER OBJECTIVE

A **proactive** and **creative communicator** with a foundation in **content creation** and **event organization**, eager to contribute to **internal communications** and **employee engagement** while growing professionally in a dynamic environment.

EDUCATION

2019 - 2023

SAI GON UNIVERSITY

- Bachelor of English Linguistics
- TOEIC 910 issued by IIG

SKILLS

- Event organization
- Multitasking
- Communication
- Basic design/Photoshop
- Edit video Premiere/CapCut/After Effect

ACTIVITIES

MEMBER OF FANPAGE AND
SOCIAL PLANNER IN MAX CREW -
SGU DANCE CLUB | 2019 - 2023

- Organize projects, design content, and create timelines to promote SGU NEWS to freshmen (2020–2021).
- Increase Facebook followers by 20%, reaching over 4,800. YouTube to 2,820 subscribers.

PRODUCTION ASSISTANT IN
SHORT FILM PROJECTS |
VIBEBROS X TKFILM

- Support on-set logistics & prepare props, costumes, and necessary materials.
- Communicate between different departments
- Help with transportation and crew/actor coordination
- Run errands as requested by the director or producer.

WORK EXPERIENCE

VUS - THE ENGLISH CENTER

4/2023 - 7/2023

Event Planner Intern

- Receive briefs from other departments and prepare internal quotations, agendas, checklists, and MC scripts on schedule.
- Coordinate with internal teams to prepare event materials (POSM, flyers,...)
- Work with suppliers and venues on contracts, payments, and logistics throughout the event process.
- Write proposals, MC scripts, agendas, and related documents.
- Prepare post-event reports and evaluations.

Events: VUS TESOL Conference (3.000 participants), Super Summer Verse 2023, National Geographic Explorer Workshop (30 students), VUSxMcGraw Hill Signing Ceremony, IELTS Bounty Hunters 6/2023, Cambridge Ceremony 6/2023, Teachers' Awayday 2023 (over 300 teachers).

EYE DESIGN CORP PTY LTD

11/2023 - 3/2025

BDE - Admin Operation

- Create and edit recruitment content to support team expansion from 8 to 18 members.
- Coordinate with landlords and artists to grow operations and strengthen the team.
- Organize quarterly review meetings to assess service quality for artists and salons.
- Write reports and resolve client issues by working directly with Fair Trading and Consumer Protection via email.
- Communicate clearly with clients and internal teams through the English hotline.

TINHTE.VN

6/2021 - 3/2023

Moderator

- Plan and support the Logitech Week Event.
- Write the MC script & coordinate the review content about Science & Technology on Tinh Te Fact.
- Create video content in collaboration with cameraman, video editor, and social team.
- Produce mobile review videos and manage post-production.
- Upload posts and maintain engagement in the Realme community on the Tinh Tế website.