



# NGUYEN LE ANH THU

PLANOGRAM STAFF

## CONTACT INFO



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## CERTIFICATIONS

- TOEIC 805 (IIG Vietnam)
- MOS (Word & Excel)

## ABOUT ME

I graduated with a degree in Business Administration – Marketing major from the University of Foreign Languages and Information Technology (HUFLIT). I am eager to grow my career in Marketing and Product Display, where I can create engaging shopping spaces and bring better experiences to customers. In the next 2–3 years, I aspire to become a Planogram Executive, contributing to both sales growth and brand image.

## EDUCATIONAL HISTORY

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

- Bachelor's Degree in Business Administration
- Graduated: March 2025

## WORKS HISTORY

### Part-time Sales Staff – Dung Fishing Gear Store

(12/2023 – 12/2024)

- Advised customers on selecting fishing equipment tailored to their needs, improving customer satisfaction.
- Organized and replenished merchandise displays, maintaining an attractive and accessible product layout.
- Managed inventory levels, ensuring timely restocking and accurate stock records.

### Intern, Center for Foreign Affairs and Languages Training (CEFALT)

(08/2023 – 01/2024)

- Assisted in managing and creating content for social media platforms, enhancing brand visibility.
- Designed posts and visuals using Canva, ensuring alignment with brand guidelines and campaign objectives.
- Collaborated with teams to organize training events, ensuring timely execution and participant engagement.
- Monitored post-performance metrics, providing insights for content optimization.

## KEY SKILLS

- Strong written and verbal communication in English.
- Proficient in Microsoft Office.
- Proficient in Canva and Capcut(visual design for posts, banners).
- Familiar with training session coordination.
- Basic knowledge of reporting and record keeping.