



Nguyễn Tùng Mai

- **Gender:** Female
- **Year of Birth:** 2003
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EXPERIENCE

HONDA VIETNAM (July 2024 - Oct 2024) **Pricing Intern - Overseas Logistics Department**

- Calculate export price
- Gather data and calculate price components
- Analyze and report changes in export price and conditions
- Summarize and report periodic export revenue and expense

NATIONAL STARTUP SUPPORT CENTER **(May 2024 - July 2024)** **Coordinator**

- Write articles on newspapers, blog, & social media
- Write formal reports & proposals
- Design
- Provide logistic support at events
- Manage websites

GP HOLDINGS (May 2023 - Aug 2023) **Administration Intern**

- Prepare international business contracts
- Process administrative data

INDOCHINA247 LOGISTICS (May 2022 - Aug 2022) **Customs Documentation Intern** Prepare customs documents

IELTS LANGGO (Aug 2021 - May 2022) **IELTS Teacher** Teach IELTS

VIETCONTENT (Oct 2021 - Jan 2022) **English-Vietnamese Translator**

Translate & input subtitles for TV series aired on international broadcasting channels (BBC Earth, ABC Australia, etc.)

EDUCATION

Chu Van An High School (2019 - 2021)

- GPA: 9.2

Foreign Trade University (2021 - 2025)

- International Business (High-Quality Program)
- GPA: 3.55

SKILLS

English-Vietnamese Translation IELTS 8.0 Overall

Communications Content Writing, Design & Photography

Administration - Prepare business reports, proposals, & contracts - Process and archive business data

Export pricing Price calculation, analysis/comparison, & reporting

Computer Skills - Microsoft Office (Excel, Word, Powerpoint) - Canva, Figma - Power BI - Azure Data Studio (SQL) - SAP

EXTRACURRICULAR ACTIVITIES

FTU MUSIC CLUB (2021 - 2022) **Organization & External Relations Department** - Find sponsorships - Design & Communications - Event logistics