

NGUYỄN NGỌC NHI

K E L L Y N G U Y E N

CONTACT INFO

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District 8, Ho Chi Minh city

Dear Hiring Team at Circle K Vietnam,

My name is Nguyen Ngoc Nhi, and I'm writing to express my interest in the Employee Engagement & Internal Communication Staff position at Circle K Vietnam.

As a recent graduate from Hoa Sen University with a major in Media Production and Management and a GPA of 3.52/4. During my school time, I've gained a strong foundation in communication, content creation, and event support — all of which align well with the responsibilities of this role.

Recently, in my Marketing internship at the Canadian International School System, I worked on content planning and creating various types of content across multiple platforms. I also collaborated with different departments, including HR, to support in develop for internal communication materials and for the internal events for the school community. These included designing posters, writing announcements and capturing event moments to strengthen the school community's connection.

Though I may not have chance in internal communications role before, I'm confident in my ability to adapt, learn quickly, and contribute meaningfully to your team. I'm passionate about fostering engagement and creating a workplace where every employee feels informed, connected, and valued.

To provide more details about my background and work experience, I've included my Portfolio and CV below. Please get in touch with me by telephone or by email. I'd appreciate attending an interview at your convenience.

Last word, I'd like to thank you for taking the time to consider my application.

**Sincerely,
Ngọc Nhi**



NGUYỄN NGỌC NHI

KELLY NGUYEN

INTRODUCE

As a dynamic - passionate Gen Z, I always carry a spirit of growth and a deep curiosity for exploration. I'm eager to gain experience in diverse working environments to challenge myself, sharpen my abilities and continuously improve my skills. To me, every journey is an opportunity to grow and I'm always ready to build a solid foundation for the path ahead.

SKILLS

- Communication
- Organization
- Planning
- Creative
- Writing
- Editing

LANGUAGE

English - Working proficiency

PORTFOLIO

[Nhi N Nguyen's Portfolio](#)

INFORMATION

Date of birth: 13/09/2002
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WORK EXPERIENCE

Canadian International School System

Marketing Intern

From April 2024 to January 2025

- Managed and created social media content for 4 schools under the Canadian International School System
- Developed monthly content calendars to ensure consistent brand messaging and engagement
- Created ideas, produced short videos for TikTok and Facebook Reels, enhancing reach and aligning content with current social media trends
- Collaborated with the creative team to conceptualize for key visuals (KV), social media posts and POSM
- Assisted in planning and coordinating events ranging from 100 to 500 attendees

BHD Co. Ltd

Media Intern

From February to May 2023

- Wrote scripts for TV shows and events
- Coordinated logistics and on-site operations for events and productions
- Supported producers in working with stakeholders to execute the planning and execution of shows and events.
- Produced and wrote daily news content for YouTube

Freelance Content Creator

Present

- Managed and created daily content for Facebook, Instagram and Tiktok to maintain consistent audience engagement.
- Produced and edited short-form videos for social media platforms, generating over 100K combined views

Hoa Sen University

Admissions

From February 2021 to October 2023

- Admissions Counselor
- Telesales Executive

EDUCATION

Hoa Sen University - Fresh Graduate

Media Production and Management

- GPA: 3.52/4

ACTIVITIES

Organizer of Student Event, Project

- Leader of the Account Team
- External Relations
- Content Creator
- Planner
- Designer
- Event Coordinator

Production Team of Short Film, TVC and MV for Student Project

- Producer
- Creative Director