

Đào Quang Huy

Marketing Executive



GET IN CONTACT

Year of Birth: 2000

Email: daoquanghuy19012000@gmail.com

Phone: 097.694.7714

Linkedin: @huydaoquang

INTERPERSONAL SKILLS

- _ Marketing Campaign Report
- _ Microsoft Office
- _ Multitasking
- _ Critical Thinking and Solve Problem
- _ Interpersonal and Communication

DESIGN TOOLS

- _ Adobe Photoshop
- _ Adobe Illustrator
- _ Sketchup
- _ Adobe Lightroom
- _ Canva

EDUCATION

University of Labour and Social Affairs (Campus II)

- _ Bachelor of Business Administration

CERTIFICATION

- _ TOEIC 660
- _ Fundamentals of Digital Marketing of Google

SIDE PROJECT

Production Assistant at Shopee's 6.6 and 9.9 Live Shopping Events

- _ Responsible for producing auxiliary materials for the program.
- _ Ensures the program runs smoothly and efficiently.

REFERENCE

Ms. Tran Thi Yen Nhi

- _ Brand Supervisor at Pharmacy
- _ Email: yennhi.tran1105@gmail.com

Ms. Dao Nguyen Ngoc Phuong

- _ Event Manager & Partnership at Menard
- _ Email: phuong.daongoc@vmt.vn

CAREER EXPERIENCES

MENARD VIET NAM 01/2023 - 02/2025

- Senior Event Executive & Partnership
 - _ Serve as the primary point of contact for clients, managing briefings and maintaining communication throughout the project lifecycle.
 - _ Coordinate all event logistics, including venue setup, partnerships, supplier management, personnel.
 - _ Handle government relations for event permits, security arrangements, and compliance with local regulations.
 - _ Plan events, estimate costs, checklist and prepare detailed budget reports.
 - _ Source and negotiate contracts with vendors for equipment, catering, décor, and other event essentials.
 - _ Supervise and implement event plans on-site, ensuring smooth operations.
 - _ Provide regular updates and final reports on event performance to management.
- Negotiate and finalize deals in accordance with company's guidelines and policies
- Work closely with other teams to provide product and technical support to partners.
- Event Executive
 - _ Create content ideas and concept images for the event, build proposals, and professional ways for customers.
 - _ Coordinate with related departments to develop and complete ideas and implementation plans.
 - _ Preparing and checking POSM and fixtures for stores
 - _ Report ongoing and implemented monthly events

YAN NEWS 02/2022 - 02/2023

Marketing Executive

- Collab with universities to get back links to increase the credibility of the Yan News
- _ Cooperate with brands to become a media sponsors such as SpaceSpeaker, Warner Music, Ravolution, and IMC,...
- _ Monitor and pay benefits for programs as a media sponsor and make relevant documents
- _ Prepare and support for the Yan Digital event
- _ Report and update the internal and external 's data every week
- _ Make up ideas and perform proposals for each campaign

PHARMACY 12/2021 - 02/2022

Marketing Intern

- New Store Opening
 - Preparing and checking POSM and fixtures for newly opened stores
 - Update the pharmacy layout system
 - Support for the opening of the pharmacy
- Co-Marketing
 - Making a monthly campaign report
 - Support and monitor the cooperation items between store and brands
 - Support to complete report of monthly campaign, monthly gifts, KPIs,...