

NGUYEN QUANG HUY

SALES ADMIN

+84-902294251

Hmoon101296@gmail.com

Ly Thuong Kiet Street,
Tan Hoa Ward, Ho Chi Minh City

PROFILE

With over 6 years of experience as a design supervisor, as well as in admin works, I am looking forward to working in a professional creative environment where I can contribute my skills not only in designing but in reporting, managing, to support the team members so we can achieve greater goals together.

EDUCATION

2014 - 2018

**GIA DINH INFORMATION
TECHNOLOGIES UNIVERSITY**

- Bachelor of Marketing
Management

WORK EXPERIENCE

2019 - PRESENT

DUONG PHONG ADVERTISING AND TRADING
COMPANY LIMITED

Design Supervisor

- Manage the design team (5 people), assign tasks, monitor progress and manage deadlines.
- Control design quality for more than 20-30 catalog products for Big C, GO!
- Work with marketing and sales departments to ensure product designs meet the commercial goals.
- Propose and implement new design trends, increase catalog competitiveness.
- Work directly with customers to meet client's requirements and client's expectations.
- Data analyzing.
- Report to the supervisors weekly, monthly and quarterly.

SKILLS

- Teamwork
- Designing
- Report Writing
- Project Management
- Time Management
- Effective Communication
- Client Care

LANGUAGES

- Vietnamese
- English

PROFICIENCIES

- MS Offices (Excel, Word, Power Point, Outlook)
- Adobe Illustrator
- Photoshop
- Adobe Acrobat document