Huong Nguyen

Flat 304, Viotti Heights, Sandy Hill Rd, London, SE18 6PA
Mobile: 07423415898 / Email: huongg1409@gmail.com

EXPERIENCE

BANH MI BAY – London, UK *(Aug 2017 – Present)*
Vietnamese restaurant chain based in Holborn

Manager
- Overseeing stock levels and procurement. In charge of ordering supplies and handling admin and paperwork
- Handling customers enquires and complaints, greeting and advising customers
- Training and supervising staff
- Catering order management

Ogilvy & Mather VIETNAM – Ho Chi Minh City, Vietnam *(Sep 2016 – Jun 2017)*
The most diverse creative agency specialising in brand marketing and communication

Account Executive
- Manged multiple TV/Online media and print advertising campaigns for Kimberly Clark Vietnam and Coca-Cola Southeast Asia.
- Demonstrated and executed client concerns and disputes for critical accounts throughout the creative process and production development
- Worked closely with both creative and production team to determine the clients' needs and expectations Explained and advised the clients in campaign planning moves and video production technical terms to give them the greatest deal and desired outcomes
- Managed and negotiated with the clients and suppliers regarding the timing, costs and invoicing
- Continuously researched and found out valuable information regarding the clients and their rivals, briefing the Accounts and Planning teams on findings

TBWA\GROUP VIETNAM – Ho Chi Minh City, Vietnam *(Sep 2015 – Dec 2015)*
An advertising agency that offers a range of marketing and communication services

Account Executive Intern
- Project management, ensuring deadlines are met and adhere to the correct budgets (packaging designs and TV start/end frame tag-ons)
- Daily contact with clients, suppliers, and agency teams across online, creative and production
- Responsible for co-ordinating diaries and managing time efficiencies across multiple teams
- Negotiating with 3rd party suppliers as well as managing client requests

HIGHER EDUCATION & TRAINING

UX Research and Strategy: Designlab *(Nov 2017 – Jan 2018)*
Completed the online course about basic user research and strategy

Code First Girls: HTML/CSS Web Development *(Sep 2017 – Nov 2017)*
Successfully passed the introduction course to web development which aims specifically for women. Prize winner of the best website of the course

School of Business and Law, Associate College of University of Gloucestershire *(2013 – 2015)*
BA degree of Business Studies: 54% present cumulative total

SKILLS & ACHIEVEMENTS
- Experience in web programming including HTML, CSS, Bootstrap, jQuery and utilising Github
- User research, user flows, wireframing using trusted industry tools such as Sketch and InVision
- Strong data and numerical skills with an aptitude for identifying key trends
- Proficient in Microsoft Word, Excel, PowerPoint, PCs, Macs and social media platforms
- Tutoring British born Vietnamese children (ages 6-10) in the Vietnamese language