



Le Tran Bao Tran

The Communication Coordinator

Date of birth: December 8,
1996

Gender: Female

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EDUCATION

Oct 2014 - Present

Ho Chi Minh City Open University

Major: Management Information Systems

GPA: 6.5/10

WORK EXPERIENCE

Oct 2016 - Oct 2017

Dep Maker

Sales Staff

Main responsibilities:

- Write and upload product advertising post via Facebook, Forum, Website...
- Introduce, consult products and answer customers' queries via phone and email.
- Advertise products on media publications and E-Commerce website.
- Make reports of sales every day.
- Assist to control goods in and out.
- Attend Sales Skill Course in the Company.

Recognition and Gains:

- Advertising products of the company to customers effectively.
- Improve English Communication Skill.

Sep 2017 - Present

VnResource Software Solutions

Project Engineer of EBMPPro

Main responsibilities:

- Giving the software solutions.
- Supporting and servicing customers.
- Writing introduction for the use of the EBMPPro software.
- Meeting assistance.
- Configuring customer's documents.

Recognition and Gains:

- Improve communication/ discussion with partners and customers skill.

- Improve project management skill.
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ACTIVITIES

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|---------------------|--|
| Oct 2014 - Nov 2014 | Volunteer IT's group Volunteer <ul style="list-style-type: none">- Taking part in the Volunteer Spring Festival, Mid-Autumn Festival for children in remote areas .- Being organizers the music show of University. |
| Feb 2015 - Dec 2017 | IT English Club member Member <ul style="list-style-type: none">- Creating events, games for the club.- Editor and program English host for any events. |

KNOWLEDGE

- Sales Management
- E-Commerce
- Project Management

SKILLS

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|-----------------|--------------------------------------|
| Language | Fluent in English |
| Computer | Word, Excel, Power point, basic SQL. |

INTERESTS

I prefer reading news, traveling, listening to music, discovering new places, shopping....