

# KHUONG NGUYEN

## INTERNSHIP

### CONTACT

 (+84) 85 208 2696

 nguyen.sa.thuy.khuong.97@gmail.com

 Thu Dau Mot, Binh Duong

### EDUCATION

#### Bachelor of Finance & Accounting

Vietnamese – German University

2015 – 2019

### SKILLS

Leadership

Strategic Planning

Presentation

Note – taking

Project Scheduling

Communication

Time Management

Conflict Resolution

Microsoft Office (Excel, Word, ...)

### LANGUAGE

Vietnamese – Mother tongue

English – IELTS 6.0

German – A2

### EXPERIENCE

#### ONLINE MARKETING COLLABORATOR: NextWave/ Aug., 2018 - Now

- Managing fanpage
- Answering inbox messages of customers
- Write week reports

#### EVENT INTERN: Infinity Blockchain Labs/ Aug., 2018 – Oct., 2018

- Market research
- Writing content for events
- Data Input
- Writing reports
- Generate event plans, especially workshops

#### EVENT COLLABORATOR: YCOM/ Nov., 2017 – Mar., 2018

- Generate event plans
- Organize events: internal bonding events & external online events
- Write event reports and Coordinate logistic

#### HR MANAGER: YEA Vietnam/ Oct., 2017 – Mar., 2018

- Generate bonding plans
- Organize bonding events and bonding activities
- In charge in Recruitment process and Training activities

#### EVENT INTERN: Vietnam Clean & Green/ Oct., 2017 – Mar., 2018

- Organize community events like Clean-ups and Earth Day
- In charge in Operation tasks and write event reports

#### FUNDRAISING COLLABORATOR: CHANGE/ Aug., 2017 – Mar., 2018

- Support fundraising team in paperwork and researching
- Write fund-raise proposals and fund-raise product description
- Organize events and sell merchandises

#### LOGISTIC MANAGER: HATCH Fair the fifth/ Sep., 2017 – Oct., 2017

- Manage volunteers for the event
- Generate operation plans
- Contact with the third parties like venues, suppliers, ...

#### MARKETING INTERNSHIP: Thien Thao JSC/ Aug., 2017 – Oct., 2017

- Brainstorm about marketing plans with teams
- Support marketing team in paperwork and other tasks
- Support product team: code and information checking