



# Tran Ng. Ha Huyen

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Ho Chi Minh City

29 July 1997

A dedicated, detail-oriented and enthusiastic final year student with international business background and good command of English. I am a fast learner and have a high degree willing-to-learn attitude.

## EXPERIENCE

### Membership Services Assistant

American Chamber of Commerce Vietnam - HCMC Chapter

03/2018 – 08/2018

#### Tasks

- Working with business partners on members' services
- Producing marketing material regarding to membership services
- Assisting in coordination and execution of Chamber business and CSR events
- Accomplishment: Create new visual for marketing material, update the partnership registration process, increase the number of partners up to 11%, increasing the sponsorship budget up to 22% compared to the previous year figure

### Executive Assistant Intern

Regional Office of Study Group UK

03/2016 – 10/2017

A global company that prepares international students for university degree programs, teaches high school education, and teaches English language courses.

#### Tasks

- Updating students and agents report daily, using Salesforce and Study Global
- Assisting with exhibition/education events and distributing marketing materials to agents
- Administrative work such as filing and categorizing invoices and maintaining office supplies inventory

### Translator

Retail and Franchise Asia Company

07/2016 – 08/2017

#### Tasks

- Translating news regarding the latest innovations in retailing and franchising business.
- Managing content for the two company's websites

### Vice President

Apple English Club - UEH

08/2016 – 06/2018

#### Achievements/Tasks

- Accomplishment: Improve image rating of the club (in terms of school ranking and social media KPIs), and increase the scale of the club in terms of members and operating budget

## EDUCATION

### Bachelor of International Business

University of Economics HCMC

09/2015 – 09/2019

Lastest GPA: 8.53

## SKILLS

Word/Excel/Powerpoint

Adobe Illustrator

Adobe Photoshop

Online Marketing

## ACHIEVEMENTS

"Chinh phục Nhà Tuyển dụng 2018"  
Competition - UEH - 1st prize

AmCham Scholarship 2017

A scholarship awarded by American Chambers of Commerce, recognizing outstanding third-year and final-year undergraduate students who demonstrate leadership through academic performance, community involvement, extracurricular activities, and possess good English-language skill

UEH Encouraging Study Scholarship 2016, 2017, 2018

A full tuition scholarship offered for the top 10% students with the highest GPA each semester.

UEH Excellent Assignment 2016

Vietnam Business and Cultural Week  
Competition - International School of  
Business - Top 30

"Chuỗi Bình luận Sự kiện Kinh tế 2017"  
Competition - UEH - 2nd Prize

## INTERESTS

Classic Novels

Yoga

Aerobics