

PHAM NGOC BAO THOA

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Address: C14-03 Green Valley, District 7, HCMC

Human Resource Manager Assistant

March 2013 – September 2013

ENACTUS Vietnam, Ho Chi Minh, Vietnam

- Assists Human Resource manager in HR tasks, including setting up meetings and daily calendar for manager, writing meeting minutes for each meeting set up, member uniform management, write professional emails for internal parties, such as organization's team members and other ENACTUS teams in Ho Chi Minh city for internal events as well as finalizing task performance.
- Organize internal events such as general meetings and team-buildings.



Project Coordinator

September 2013 - March 2016

ENACTUS Vietnam, Ho Chi Minh, Vietnam

- Co- administer general performance of the whole organization and liaise between different departments and external parties to ensure the organization goes on the right directions based on its missions and values.
- Research and assess needs of the beneficiaries of people in need of the project, build up and develop the core project for the organization to the 3rd stage, build partnerships with external partners, such as: banks, universities, artist board and medias to facilitate promoting the project to society and help beneficiaries sustainably in terms of entrepreneurship mindsets, build up database of partners and prepare guidelines and master plans for long-term directions for the project prepared for the next generation to execute.

**EDUCATIONAL
QUALIFICATIONS**

Business of Commerce
(Marketing)

2013 - 2017

**RMIT University, Ho Chi
Minh city, Vietnam**

Transferable Skills

Communication
Teamwork
Leadership
Customer Services
Project Management
Planning and Organizing

Innate Skills

Hard-working
Responsible
Persistent
Problem-solving
Flexible

MARKETING/ CUSTOMER SERVICES

AIESEC Vietnam, Ho Chi Minh, Vietnam

April 2014 – July 2014

- Launch marketing campaigns to raise awareness toward publics about the organization's new exchange programs and volunteer programs to customers
- Involve in recruitment and training progresses
- Involve in sales performance, consult customers about different projects overseas and guide customers how to search for appropriate jobs according to their capacities, personalities and majors.
- Connect customers with employees overseas to match jobs as well as facilitate customers with contracts and documentations to work overseas.

Marketing Coordinator

June 2015 – December 2015

CHANNEL B, Channel for Women and Families, YAN TV, Vietnam

- Assist project manager to plan marketing strategies and tactics and launch marketing campaigns to raise awareness of YAN TV and Channel B towards current and potential audience
- Set up and write schedules for television programs of Channel B on Channel B's official page and social media to inform audience
- Manage social channels for Channel B, including Instagram and Facebook.
- Build up database of customers and partners of Channel B.

Sales and Marketing

GRASSHOPPER ADVENTURES

June 2017 – December 2017

- Set up partnerships with representatives of large hotels and tourist agencies in Ho Chi Minh city to cooperate to offer tourist services to customers
- Introduce new cycling tours, including public and private tours, to customers
- Consult customers on choosing appropriate tours for them and their family
- Prepare marketing materials including brochures, booklets, merchandises to offer customers and partners
- Organize events for partners and customers to join in