**HIEP, NGUYEN TIEN**

11 ngach 32/20 An Duong, Yen Phu, Tay Ho, Ha Noi

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**EDUCATION**

**NATIONAL ECONOMICS UNIVERSITY VIETNAM**

*Bachelor of Marketing Management, 2012 - 2016*

* Overall GPA: 2.99/4
* TOEIC score: 950/990

**WORKING EXPERIENCES**

**BRITISH COUNCIL VIETNAM** Hanoi, Vietnam

*Customer Services and Marketing Helper* *May, 2014 – Present*

* Manage British Council Vietnam English Facebook page, reached over 10,000 customer over 3 campaign, which focus on giving quiz and random prizes for customers.
* Deliver professional customer services and administrative support to both internal and external customers.
* Prepare and support events held by British Council, including logistics and deliver information to customers in events.
* Translating promotion articles from Vietnamese to English.
* Compiling MC scripts in both English and Vietnamese for Summer Fair events.
* Conduct customer interview on assessing result of several marketing campaign
* Contact and provide information on sales promotion every terms.

**TEXO CONSULTANCY AND INVESTMENT JOINT STOCK COMPANY** Hanoi, Vietnam

*English Interpreter – Mipec Riverside Long Bien Project* *Mar, 2014 – Present*

* Convert information from project manager representatives to Vietnamese in meetings for supervisor consultant manager.
* Record meetings notes.
* Prepare meeting agenda and information to summit to project managing unit.
* Translating documents, including but not limited to resume, quality profile, capacity profile.

**BLIND LINK SOCIAL ENTERPRISE** Hanoi, Vietnam

*Co-ordinator June, 2014 – Mar, 2015*

* Translated science researches on spa therapy benefits.
* Compiled websites articles in English.
* Taught English to the group of 10 eyesight defected people.

**COMMUNITY ACTIVITIES**

**ECONOMIC ENGLISH CLUB**  Hanoi, Vietnam

*Vice President of External Relations* *Oct, 2012 – May, 2015*

* Led a 20-member team to find sponsor for club’s English speaking contest 3 consecutive years. Total 30 million VND raised.
* Compiled, designed 6 sponsorship packaged, calling scripts for each events.

**GOOGLE BUSINESS GROUP HANOI** Hanoi, Vietnam

*Co-ordinator* *Aug, 2013 – Mar, 2015*

* Built and connected community of Google lovers and people who are using Google’s products through a chain of events.

**ACHIEVEMENTS**

* **Top 5** – “Ban Linh Marketing 2015”, a marketing competition hosted by Foreign Trade University Hanoi.
* **Top 10** – Young Hotelier Award 2015

**LANGUAGES, COMPUTER SKILLS and ADDITIONAL INFORMATION**

* *Languages:* Vietnamese (native), English (fluent)
* *Computer skills:* MS Office, Adobe Illustrator, Google AdWords, Google Analytics, Salesforces, SAP…
* *Interest:* Gaming, Fantasy/Sci-fi movies, Board games, Quidditch, small projects