



# Nha Nguyen Tan

Undergraduate Student

## CONTACT ME

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📍 Ho Chi Minh City, Viet Nam

## EDUCATION

Nguyen Tat Thanh University  
Information Technology  
Agu 2020 - 2025

## SKILLS

- Teamwork
- Problem - solving
- Communication
- Microsoft Office
- Editor

## WORK EXPERIENCE

**Admissions Consultant**  
Nguyen Tat Thanh University

Apr 2021 - Present

- Academic Program Advising
- Administering Social Media - Advising and Addressing Student Inquiries
- Guidance on Admission Procedures for Students
- Call Center

**Ticket Counter**  
Galaxy Cinema

Mar 2019 - Dec 2019

- Ticket and Payment Counter
- Cinema Supervisor

## ACTIVITIES

- Participate in the traditional 9/1 camp in both 2023 and 2024
- Accompany students during the camp
- Attend university events and activities.

## LANGUAGE

- English - B2 level in the CEFR Framework

## CERTIFICATE

- Microsoft Office 365 - IIG Vietnam - (Word, Excel, PowerPoint)