



0123456789



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Nguyen Van A St, District 1, HCM City

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Digital Marketing Intern



EDUCATION

UEH University

- Enterprise Resource Planning I 10/20202 - now
- GPA: 3.1/4



SKILL

Information Technology

- Proficient in Microsoft Word, Microsoft Excel, PowerPoint...
- Work regularly via Google Drive, Google Docs...
- Good use of design software such as Canva, Camtasia, Capcut...
- Basic in SEO and SQL

Language

- English Olympic bronze medal in 2018 and 2019.
- Currently studying in IELTS course 5.5 - 6.5.



ACTIVITIES

FUTUREWARDS project season 1 of AIESEC Viet Nam

- Official participant of the Business Case Challenge and Training Series, mentee of mentor Trương Minh Nhựt.
- Create strategy through SWOT for Coolmate e-commerce campaign.

"NĂO CÁ VÀNG" RADIO

- Announcer for "Não Cả Vàng Radio" program (popular product on Spotify, Facebook, Tik Tok platforms)
- Edit products on Spotify and produce Tik Tok channel content through design software.

WORK EXPERIENCES



Công ty Cổ phần Tư vấn Đánh giá và Phát triển Giáo dục Edutalk

12/2020 - 5/2021

Sales Intern | 12/2020 - 2/2021

- Search and expand customer files through articles on Facebook platform, Website,...
- Schedule a consultation appointment for 10 clients per month

Sales | 2/2021 - 4/2021

- Support Sale Expert to advise customers, answer questions as well as promptly respond to customer needs and ensure service quality.
- Participate in extracurricular training sessions on communication skills and team work through programs organized by the company (Awaken the giant in you), gathered every month.

Sales Expert | 4/2021 - 5/2021

- Take responsibility for consulting directly at the office and via the company's switchboard (Telesale)
- Analyze potential markets in Ho Chi Minh City, find out the needs of customers aged 18-24, develop communication strategies to expand and maintain relationships with customers
- Team building, guiding workflow and lead data for Sales and Sales Intern.

ACHIEVEMENT



- Build own team in the position of Sales Expert with 8 members, reaching sales of 285 million in 2 months
- Maintain 100% service response rate from customers every month.
- Participating in supporting the work of the HR manager: interviews and training for new employees.