



# Trần Bảo Ngọc

General Director Assistant

☎ 0972-862-432

✉ tbn842003@gmail.com

📍 Tay Ho, Hanoi

## SUMMARY

*“At the right hand of leadership”* is my motto as an assistant, reflecting my focus on keeping schedules organized, reports timely, and communication seamless. With experience supporting Boards of Directors and international projects, I aim to bring this dedication to Alphanam Group—enhancing daily efficiency and supporting long-term goals.

## EDUCATION

2020-2025

**FOREIGN TRADE UNIVERSITY | INTERNATIONAL ECONOMICS**

- Engaged in 10+ activities and received awards from VinUni, RMIT, the Ministry of Public Security Vietnam, FTU, HUST, and UNDP.
- A VIID International Journal Article

## WORK EXPERIENCE

07/2025 - Present

**VIETNAM INDUSTRIAL ZONE | INTERNATIONAL RELATIONSHIP MANAGER**

- Acted as interpreter for 10+ international clients, ensuring accurate communication and smooth negotiations.
- Scheduled 30+ site visits and meetings for executives, handling logistics and on-site support to enhance client experience.
- Collected client requirements and produced monthly summary reports for leadership, contributing to project planning and partnership development.

03-06/2025

**HOEI VN | BOD ASSISTANT**

- Scheduled daily meetings, prepared minutes and to-do lists immediately after each session, and sent timely notifications to departments.
- Accompanied the BOD on 20+ domestic trips and stayed ready for overseas assignments, ensuring smooth coordination.
- Proposed work management templates and tech-based improvements to streamline task tracking.
- Supported the BOD in expanding 20+ partnerships with major supermarket chains in the agricultural sector.

## ACTIVITIES

08-12/2024

**UAE EMBASSY IN VIETNAM | ECONOMICS RESEARCH INTERN**

- Conducted 20+ research studies on Vietnam-UAE diplomatic and economic relations to support policy discussions.
- Provided 10+ translation support documents for official engagements, ensuring effective communication.
- Assisted in organizing 5+ business networking and cultural exchange events, fostering bilateral cooperation, including the annual B2B Meeting - a key factor for CEPA 2024

01/2024 - 03/2025

**UNDP | YOUTH EMPOWERMENT PROJECT LEADER**

- Organized 3 webinars on digital skills, leadership, career mentorship, and networking, empowering 26 young professionals (16-24) for the job market.
- Design and lead SOF Internship, connecting 100+ Vietnamese youth (16-24) from smaller universities with real-world job opportunities.