



TRAN TUAN THANH

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District 7, Ho Chi Minh

I am Tuan Thanh, a final-year student majoring in E-commerce. I have worked on school projects and have experience building sales websites using open-source code and content management systems, including WordPress, PrestaShop, Magento 2, and Wix. Search for potential and suitable job positions for website administration. As a thoughtful person, quick to adapt at work, and always learning, cultivating, and developing myself, I appreciate loyalty and hope to create value for the company.

Education

Ho Chi Minh City University of Economics and Finance (UEF) (Đại học Kinh Tế - Tài Chính TPHCM - UEF) - Ho Chi Minh, Viet Nam

Sep 2019 - Aug 2023 (Expected)

Bachelor Degree in E-commerce, 3.51/4.00

- Full-course Enterprise Scholarship
- Excellent Academic Achievement Award 2021
- Excellent Academic Achievement Award 2020

Work Experiences

Develop a website to sell Logitech products in subject

Oct 2022 - Dec 2022

Website Management

- Advanced website development with the content management system.
- Customize the website interface, and edit the content of the website's pages.
- Maintained server and installed domain name and hosting.
- Manage product information, including description, keywords, schedule discounts, image links, and tags.

UEF E-commerce Club

Aug 2020 - Dec 2022

Head Of ECC

- Learn academic knowledge and build content for the workshop.
- Event scripting and event planning.
- Coordinate volunteering campaigns.
- Design images and write fan page posts.

UEF Chess Club

Mar 2020 - Jun 2022

Vice Of UCC

- Build social media posts on Facebook.
- Handling documents, minutes, activity plans, and related documents.
- Manage club member information and tournament information.

Skills

Using Content Management System

Wordpress, Wix, Magento 2, PrestaShop

- Advanced knowledge in platform, build of customized themes and plugins, and MySQL.
- User interface design with modules and plugins, edit post content.

MS Office Suite

Excel, Word, PowerPoint

- Excel: Proficiency in creating reports and analyses, ability to use formulas and data validation.
- Word: Expertise in formatting documents, table of content creation and basic graphical representation.
- PowerPoint: Ability to design presentations and posters.

Leadership

- Directing, coordinating, and guiding team members, ability to lead a team to meet goals and objectives, strong communication, dynamic decision-making, and problem-solving skills. Experience in leading teams and clubs.

Teamwork

- Ability to interact, connect, and collaborate effectively to get things done and build and nurture relationships.
- Possess the ability to work independently and in a team simultaneously.

Achievements & Other Experience

- **Faculty Of Information Technology (UEF)** (2023): 3rd Prize in FIT COMPETITION - With the topic "Building an e-commerce forum on the Forem Website platform."
- **HCMC University of Economics and Finance (UEF)** (2022): Advanced Information Technology Application.
- **Faculty Of Information Technology (UEF)** (2021): For Successfully Completing Their Internal Student Scientific Research - With the topic "Integrating AR into e-commerce."
- **Recognition Award Project Design** (2021): Excellent Innovation Project Of Academic 2020 - With the topic "Smart Mask Project in the situation of Covid-19."