


# TRAN THI NGOC ANH



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## EDUCATION

### Foreign Trade University

Bachelor of Science in International Business

GPA: 3.65/4 | 8.50/10

Hanoi, Vietnam

2020 - Present

### IDRAC Business School

Exchange

Montpellier, France

Aug. 2022 - Jan. 2023

## WORK EXPERIENCE

### Hanoi, Vietnam

Jul. 2023 - Dec. 2023

#### Corporate Client Intern

Vietinbank Insurance Joint Stock Corporation

- Excelled in preparing bilingual insurance documentation, consolidating revenue reports,
- Contributed to the Hoiana Resort insurance project with new insurance product customized for services within the resort.

### Hanoi, Vietnam

Mar. 2023 - May. 2023

#### Content Creator Part-time

Jaxtina Group

- Created humorous English content for Jaxtina Group's TikTok channel resulting in a 300% increase in followers within two weeks.
- Developed engaging content for Jaxtina Group resulting in a significant boost in the company's social media presence on Tiktok, with an average view of around 50k.

### Hanoi, Vietnam

Sep. 2020 - Apr. 2022

#### English Teacher & Marketing Assistant

Ishine English Center

- Taught IELTS 4 skills and English grammar to students of Beginner and Pre-Intermediate
- Developed marketing content and designed creative posters for the center's posts on the IShine English Center page

## EXTRACURRICULAR ACTIVITIES

### Hanoi, Vietnam

Sep. 2020 - Present

#### Vice Secretary

"International business" class of 2024 | English 1

- Contribute to effective class organization and communication.
- Assist the Class Secretary with record-keeping, meeting preparation, and correspondence.
- Enhance teamwork, communication, and organizational skills through active participation in class activities.

### Montpellier, France

Oct. 2022 - Jan. 2023

#### Member of External Relations

Association of Vietnamese Students in Montpellier

- Sought potential sponsors for Tet 2023 - Lunar New Year Festival in Montpellier, France.
- Promoted Vietnam's traditional culture to international friends in France through typical activities of the Lunar New Year festival.

### Hanoi, Vietnam

Sep. 2022 - Jan. 2023

#### Head of Public Relations Department

Study Abroad Club

- Sought for & negotiate with potential sponsors and apply for sponsorship for Exbroad Runway - Study Abroad Club - FTU's study abroad simulation competition.
- Was the face of media publications for recruitment events and Exbroad Runway 2021

### Hanoi, Vietnam

Jun. 2022 - Sep. 2022

#### Member of External Relations

TEDxBUV 2022

- Sought and invited potential sponsors and guess speaker for TEDxBUV 2022 placed in BUV.

### Remote

Nov. 2021

#### Team Leader

Semi-finalist at VACI Youth Prize 2021: Marketers' United Camp

- Overcame over 100 competing teams in designing a marketing campaign for the VoizFm podcast and audiobook app with a 3-member group.

## ACHIEVEMENTS

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<b>Hanoi, Vietnam</b> 2023	<b>3rd Runner-up at Exbroad Runway</b> <ul style="list-style-type: none"><li>• Became top 4 out of 200 applicants regionwide in the final round.</li><li>• Value: USD \$ 2000</li></ul>
<b>Hanoi, Vietnam</b> 2020	<b>Full tuition Scholarship at British University Vietnam</b> <ul style="list-style-type: none"><li>• Became one out of more than 200 applicants to achieve a scholarship to the value of 100% tuition fee.</li><li>• Value: USD \$ 35000</li></ul>
<b>Seoul, South Korea</b> 2019	<b>Full tuition Scholarship at Sogang University</b> <ul style="list-style-type: none"><li>• Competed with global applicants to achieve a scholarship to the value of 100% tuition fee and language learning fee.</li><li>• Value: USD \$ 43000</li></ul>

## CERTIFICATES

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<b>IELTS: 7.5</b>	<b>Hanoi, Vietnam</b> 2021
<b>TCF: A2</b>	
<b>Provincial English Olympiad</b> <i>First Prize</i>	<b>Hung Yen, Vietnam</b> 2020
<b>Certificate of Participation in Trinity Writing Contest</b>	<b>Remote</b> 2018

## LANGUAGES

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<b>English</b>	Professional proficiency
<b>Vietnamese</b>	Native proficiency
<b>French</b>	Professional working proficiency
<b>Korean</b>	Limited working proficiency

## SKILLS

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<b>Softwares</b>	Microsoft Office, Adobe Photoshop, Canva, Adobe Premiere
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Organised and managed tasks as Head of the External Relations Department of Exbroad Runway 2022.</li><li>• Controlled operations to meet strict deadlines for many talk shows both online and offline with representatives of well-known oversea universities.</li><li>• Motivated team members for the VACI Youth Prize 2021: Marketers' United Camp 2021 and assigned suitable tasks to optimize group work.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Played the role of the face of media publications for recruitment events and Exbroad Runway 2021.</li><li>• Gained through my experience in negotiating with potential sponsorships in several programs.</li></ul>

## INTERESTS

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<b>Vlogging</b>	I have an interest in filming moments of daily life. I have pursued vlogging for 5 years with a Youtube channel of nearly 20 videos about student life in high school and university
<b>Cooking</b>	I enjoy making Vietnamese dishes like Pho, Nem and French pastry such as croissant, baguette.
<b>Journaling</b>	Writing things down is my night routine to be grateful for what I have. I started journaling 3 years ago.
<b>Dancing</b>	I love dancing, especially to K-pop songs.

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