

Tuan Anh Bui

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Career Objective

To add value to the organisation's success by integrating my product management & development, marketing, sales and hospitality knowledge in a challenging and satisfying role. Ideally this would be with an enthusiastic, motivated and driven team with a strong focus leading to specific outcomes.

Skills and Qualities

- Strong "customer service approach" to all aspects of work and within a team environment
- Enthusiastic with a "Can Do" attitude and able to work in diverse environment
- Strong problem solving ability, solution and improvement seeking skills
- High level of analytical skills
- Excellent oral and written communication skills, with experience in presenting to a diverse range of small and large groups.
- Proficient in MS packages
- Intermediate knowledge and understanding of Adobe Creative studio programs
- Passionate desire to learn new skills and improve existing abilities.
- Can speak Vietnamese

Qualifications / Education

- Bachelor of Business (Marketing), Monash University, 2010 – 2012.
- VCE (Year 12), Mazenod College, 2009.
- Victorian Driver's License

Current Employment

May 2018 – Current

John Sands

John Sands is a key market leading company services the Australian and New Zealand retail markets. The core focus of the company is the development and management of greeting cards and gift packing products.

Position: Assistant Product Manager (May 2018 - Current)

Primarily leading on product line reviews and incremental/seasonal projects with guidance from Senior product managers. This encompasses well over 2000 SKU's with tasks from ensuring timely product launches to effective updates to the existing product lines. Working across this array of different product types, portfolios and timelines, it is my key responsibilities to review and manage the respective products, provide support to wider business and sales team, facilitate and develop supporting documentation and marketing materials for both internal and external stakeholders.

Achievements:

- Developed new innovative product formats
- Discovered new business opportunities and assisting with strategy for said opportunity

Employment History

June 2015 – May 2018

Playgro (Australia)

Playgro Australia is a globally present company which aims to provide endless opportunities for babies to grow, learn and discover. The core focus of the company is the design followed by the development of infant and children's toys, accessories and manchester.

Position: Assistant Product Manager (June 2015 – May 2018)

Primarily providing support to product development manager and the creative team. This encompasses information system management, factory liaising/negotiating, briefing and supervision of creative staff. In addition to this, I have responsibilities to the international teams and the management of private label brands. Other duties included photography and creative elements when necessary.

Achievements:

- Developed new methods and documentation to create increase reliability and efficiency.

September 2013 – May 2015

Doutta Galla Aged Care

Doutta Galla Aged Services is a Not-For-Profit community based organisation dedicated to providing quality age care to all people regardless of socio-economic backgrounds, denominational and religious background. The organisation provides a range of extensive residential care, dementia support as well as independent living.

Position: Marketing and Administration Assistant (May 2014 – Current)

Assisted management and operations personnel with daily administrative duties and planning, juggling priorities from tasks from the CEO to attending to office visitors and answering calls. I provided marketing and event planning/management support for a variety of aspects of the organisation from fundraisers, annual events and Board and staff events. Other duties included recruitment, database management, communication and branding, project management and stakeholder liaison.

Achievements:

- Improved office operations and level of customer service
- Showtime 2014 Music Gala event

Position: Contract/Project Worker (January 2014 – May 2014)

Took charge of the review of current systems and proposed the development of the new systems for the organisation for the management of archives and documents. This including research, auditing, liaising with suppliers, planning and implementation.

Achievement:

- Compiled and presented final report to executive team followed by implementation of the project

Position: Marketing intern/volunteer (September 2013 – May 2014)

Assisted and supported in the development, implementation and review of marketing material and plans. Supported in event management as well as liaising with key stakeholders. Lastly, I also participated and contributed to the development of marketing material and other creative materials.

Highlight:

- Assisted in community events, such as community fair and Senior Week celebrations

June 2013 – February 2014

Pentana Solutions

Pentana Solutions is a worldwide organisation that develops and provides numerous services, predominantly in the automotive industry. Providing software, technical and customer relations management are some of the few key components of the business.

Position: Call Consultant

Operating and conducting customer relation calls to customers of participating Dealerships across Australia. These calls included general customer relationship management, retention, sales and support based calls. These calls were completed over various timeframes and deadlines whilst operating different software.

Achievement

- Trained other staff on software required for specific projects.

Interests and Hobbies

- Socialising and meeting people
- All things computers
- Food
- Discovering and learning new things
- Travelling

Referees

Available upon request.