



Miss Mai Nguyen
Myrttietie 2A 009
00720 Helsinki
Finland

Dear employer,

My name is Nguyen Huong Mai. I am from Vietnam and I am now studying at the Haga-Helia UAS in Helsinki, Finland. My purpose for applying for the job is to gain more experience in the working life, to enhance my personal skills, to expand my relations network and to apply the knowledge I learn from the university into reality.

About my characteristics, I am a cheerful, honest and responsible person. Furthermore, when working, I am very enthusiastic, dedicated and details-focused to ensure the smooth working process and customer satisfaction. If there is any unexpected happenings, I always keep the employers informed, take responsibility for my mistakes, figure out the solutions in the shortest possible time and make sure the problems are prevented completely. I enjoy having communication, sharing and understanding with peer workers because that is how I develop myself and expand my relations network. I boost myself with more soft skills and also have a fun time by participating in dynamic environment of various events and activities.

Regarding my work experience, I have practiced Marketing and Sales in an University Club so I have deep knowledge about the field. Moreover, designing skill is one of my strengths and hobbies. I have huge enthusiasm for graphic design/ web design/ UI UX Design/ Visual Design. I started self-learning since 2016 with personal and corporate design projects using various tools including Adobe Creative Cloud (Ai, Ps, Id, Pr, AE), Blender 3D, prototyping tools (Marvel, Invision), etc. I am skillful in using different tools for digital design, presentation layout creation and user interface design. My zeal for design has grown bigger and bigger through the time. I am always ready to learn, to create and to design.

With passion and enthusiasm, I believe I will be a perfect missing piece for the company.
Thank you for reading!

Best regards,
Mai Nguyen



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SKILLS PROFESSIONAL

Presentation



Teamwork

Management

Customer Service

DIGITAL COMPETENCE

Microsoft Office



Adobe Illustrator



Adobe Photoshop



Adobe InDesign



Adobe Premiere



Adobe After Effects



Blender 3D Design



UI/UX SKILLS

User Profiles & Persona

Scenarios design

User study methods

One-on-one interviews

Surveys

Affinity Diagram

Color coding

Moodboard composing

Heuristic evaluation

Prototyping

Usability Testing

User interface design

HELLO! I AM,

MAI NGUYEN

INTERNATIONAL BUSINESS STUDENT

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EXPERIENCE

9/2013 - 2014

SALES REPRESENTATIVE IN CLUB OF FUTURE ENTREPRENEUR (HANOI)

- Selling food and flowers for 8/3 International Women's Day and Marketing tasks.
- Reach out to potential customer groups via verbal communication, marketing, negotiation and through digital platforms including emails, social media, etc.

3/2017 - 10/2017

MARKETING/DESIGNER FOR VTALENT CONTEST AND OCTOBER #BEATZ CONCERT

- As a lead designer, it is important to develop a plan three months ahead of the event for the team.
- Work and discuss in team for brainstorming design ideas and concepts.
- Communicate with other corresponding teams such as logistics team, restaurant-day team, video producer team along with event managers to discuss and deliver various related designs.
- Discuss and reach a consensus between many designers in team with different styles of design.
- Provide helpful advices for the peer designer as well as listen to the peer designers' consultation.
- Design various materials including social media posts, infographics, posters, video editing, brochures, decorations, etc.
- Distribute different tasks based on each team member's interests, strengths and weaknesses.
- Establish and update the tasks tracker via Kanbanchi and communicate via Slack in team.
- Manage social media channels (Facebook, Instagram, Ask.fm)
- Also co-manage the reception position throughout the event.

7/2017 - 7/2018

DESIGNER FOR FIVIET OY AND SONNONS FINLAND OY

- Receive briefs from the company managers to draft various ideas along with the provision of color palette choices.
- Meet and communicate with the company managers to figure out the most creative and suitable design ideas.
- Fix the designs according to the requirements, add more details to the drafts and complete the design through many stages.
- Design logos, banners, vouchers, brochures and business cards for the company.
- Set the pricing for each design package with reference to pricing strategies of other design agencies.



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HOBBIES

In my free time, I love to work out in the gym to boost my strength and read books to relax my mind.



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8/2018 - 10/2018

PARTICIPATING IN USER EXPERIENCE DESIGN PROJECT FOR A MOTIVATIONAL VR GAME FOR BIT STUDENTS IN HAAGA-HELIA UAS

- Work on a motivational VR game for BIT (Business Information Technology) student at Haaga-Helia UAS.
- Research the UX requirements by gathering User Profiles and establishing Personas.
- Discuss and develop interview questions in team using semi-structured interview protocol.
- Utilize user study methods including focus group (BIT students), observation and one-on-one interviews to aggregate essential information.
- Interpret and analyze the interview results based on record and transcripts, color coding of transcripts, frequency of activities, categorization of requirements, prioritization and application of Affinity Diagram with High, Medium and Low indication.
- Design scenario is established containing crucial actions and requirements gathered through the interviews organized in chronological order. We also interview the previous and new users for testing and feedback to form the revised scenario.
- Based on the scenarios and requirements, we develop paper prototypes and iterative design. The paper prototypes are then evolved further with usability testing and user interface design process.

EDUCATION

- 2011 - 2014 Hanoi - Amsterdam High School for the Gifted (Hanoi, Vietnam)
- 2014 - 2015 National Economics University (Hanoi, Vietnam)
- 2015 - 2016 Saimaa UAS (Lappeenranta, Finland)
- 2016 - NOW Haaga-Helia UAS (Helsinki, Finland)

LANGUAGES

VIETNAMESE
(Mother tongue)

ENGLISH

FINNISH

SPANISH