



NGUYEN THI NGOC DUNG

209

✉

Summary

I am in the process of cultivating my knowledge and experience in the industry, with great motivation to develop my skills and achieve my career goals. I am eager to learn and grow, focusing on both short-term and long-term objectives:

- Short-term: In the next 3-6 months, I aim to become proficient in my assigned tasks and enhance my specialized skills to further develop my abilities.
- Long-term: I aspire to achieve opportunities for promotion and career advancement.

Skill Highlights

- Proficiency in Microsoft Office applications
- Strong communication
- Drafting administrative documents
- Teamworking
- Research and analysis
- Self-learning

Experience

SALES STAFF (FULL-TIME) | FAR EASTERN POLYTEX VIETNAM | 3/2024 – Current

- Developed new samples in collaboration with the factory based on customer requests.
- Provided accurate quotations to customers.
- Coordinated with the lab to develop and submit new lab dips.
- Managed customer forecasts and coordinated with planning to prepare raw yarn.
- Oversaw sample order production, tracked progress, and ensured timely delivery.
- Worked with Development and Lab teams to understand material features and technical information.
- Maintained customer relationships by providing technical support and expert solutions.
- Attended meetings with customers to understand their products and policies.
- Produced weekly sales performance reports.

Achievements:

- In charge of the Lululemon brand, successfully handled a 10,000-yard bulk order.
- Managed sample orders and a 5-ton yarn greige order efficiently.
- Developed samples for SP25, SU25, and FA25.
- Updated information in the customer’s system to ensure accuracy and timeliness.

INTERN AT NOTARY | Binh Duong Notary Office | 8/2022 - 10/2022

- Conducted legal research and drafted contracts for clients
- Resolved legal issues and provided solutions to customers' problems.
- Managed document arrangements and photocopying

Education

BACHELOR OF LAW: University of Economics Ho Chi Minh City (UEH) - Business Law | 2019 – 2023

- GPA: 7.93/10
- Recipient of UEH University scholarship twice

Certificates

- 3/2022: Test of English for International Communication - TOEIC 930/990
- 7/2022: The Internet and Computing Core Certification - IC3