



HOANG TRAN
NHU PHUONG

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180/20B Lac Long Quan,
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ABOUT ME

Applying the professional knowledge for practical work experience and adapt to the working business' environment. For long-term, I will try to bring more value to the organization, help the organization to have more opportunities to develop in the future.

SKILLS

Communication



Problem Solving



Teamwork



Adaptability



WORKING SKILLS

- Time management
- Goal oriented
- Future focused
- Leadership

EDUCATION

University of Economics HCMC
Bachelor of Business Administration | GPA: 7.5

Sep 2017 - Mar 2021

CERTIFICATION

- Test of English for International Communication (TOEIC) - Score 745
- The Internet and Computing Core Certification (IC3)

WORKING EXPERIENCE

SAPP ACADEMY

Mar 2020 – Present

CUSTOMER EXPERIENCE

- Perform the basic operations of the Reception position.
- Manage classroom progress, class attendance rate on the software like Hubspot, OMI, SAPP's Scenter.glinkproductions
- Resolve questions and problems from student.

PASAL ENGLISH CENTRE

Aug 2019 – Feb 2020

SALESWOMAN

- Find potential customers, approach them to stimulate demand.
- Telesale and consulting a course based on collected data.

ECH XANH/ ZEN BROKEN RICE RESTAURANT

Jun 2018 – Jun 2019

WAITRESS

- Perform the tasks required by manager.
- Supervise for the day's revenue and expenditure, record books and materials in stock.

EXTRACURRICULAR ACTIVITIES

MEMBER OF EVENT BOARD

- Under the HR department of the Events Department, manage the work, coordinate the personnel, devise a reasonable strategy.
- Participate in interview and training programs, bonding, hold fundraising for popular volunteer programs such as Spring Volunteer, Mid-Autumn Festival, Green Summer ...

SUPPORTER

- Supporting Youth Economic, Sports Association and participating in the Women's Sports Festival.
- Join in activities of the Union - Faculty such as Running for the Heart, Green Summer, Blood Donation,