



# NGUYEN THI HONG HANH

TRAINEE

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- **Ms. Nguyen Thi Hong Hanh**

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- **Apply to: Global Leaders Program Trainee**

March, 8th, 2021

Dear SHOPEE team,

Having the chance to know this program through VIETNAMWORKS, at my very first sight, I thought this program was exactly what I am looking for, and SHOPEE was the dream that I've always refused to wake.

I am about to graduate from Foreign Trade University with a good Bachelor Degree in International Business Study. My GPA score isn't high (2.56), however I have acquired all the knowledge and skills that concerned. I'm confident with my curiosity, creativity and my learning ability that can easily adapt to different situations or hard requirements.

My verbal communication skills are equivalent to the level of TOEIC 830, I can communicate well with cooperates and customers. The last thing that I find myself suitable for this program is that I'm very keen to learn different fields of knowledge and love to take on new challenges.

Please consider the resume that attached below to know more about my background and skills. Given the opportunity, I would try my best to learn and become an excellent part of SHOPEE Global Leaders Trainee team.

Your sincerely,  
Nguyen Thi Hong Hanh

# NGUYEN THI HONG HANH

## TRAINEE



### MY BACKGROUND

I am looking for a chance to learn and develop myself. Inexperienced, hard-working, detail-oriented and interested in browsing new informations/skills must be some most suitable adjectives for me to be featured.

As an international business intern, I desired to discover the process of international trade not only by theories & definitions but also practical situations as well.

### MY EDUCATION

#### Foreign Trade University

*Recent | 2017 - 2021*

Major at: International Business Study  
Current GPA: 2.56

### MY CONTACT DETAILS

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### RELEVANT SKILLS

Microsoft Office Programs  
Excellent teamwork & presenting  
Good written and verbal communication (both English and Vietnamese)  
A really fast-learner  
Curiosity to learn new things, not afraid of taking challenges

### MY EXPERIENCE

#### Part-time sales & Social Media Care

*COMICOLA. | August 2017- July 2018*

Manage social media account (checking customer's messages)  
Provide customer care via hotline  
Selling products at retail stores.  
Stock-keeping

#### Teaching Assistant

*SET English Center | August 2018 - July 2019*

Prepare for the junior class (look after the kids, remain the silence)  
Prepare for the senior class (paper works, grading,...)  
Help foreigner teachers by translating hard words during the class in Vietnamese, or creating games for students

### MY ACHIEVEMENTS

Won the highest prize in the 1st round of "Youth Colab 2019"- a start-up competition- with the idea of practical Eco-brick applications.  
Worked 1 month as an intern at Asia Viet Import & Export Services Company.