



HONG PHUC NGUYEN

MKT & SALES DEPARTMENT | ADVISOR CUM MKT MANAGING A START-UP COFFEE PROJECT OBJECTIVE

Seeking for chances to work and learn new things in dynamic business environment with a desire to perfecting myself

FOREIGN LANGUAGE & SOFTWARE SKILLS

Foreign Language Proficiency

- **English:** Professionally efficient in business settings (IELTS 6.0, TOEIC 790)
- **Japanese:** Conversational level (N5)

Software Skills

- MS Word
- MS Excel
- MS Powerpoint
- Adobe Premiere Rush

EDUCATIONAL HISTORY

Hoa Sen University

Bachelors of Arts in Business English

- Studied MKT, Business Administration, basic HR
- Internship at FAHASA for counter supervisor, copywriter
- Part-time jobs as TA at VUS, barista head at coffee shop

Professional Development

- Taking part in the course “**International relation skills**”, held by the Cultural Association of women, Ho Chi Minh City, Vietnam
- Taking part in the seminar on “**Teaching Methodology**”, held by University of Training, Ho Chi Minh City, Vietnam

CONTACT ME AT

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SKILLS SUMMARY

- Managing a start-up coffee bike
- Sales/Consulting
- MKT/Sales Event Planning
- Showroom Space Renovating
- Customer Service/ Admin works
- Managing Sales Team
- Staff Training

MANAGING CORE COMPETENCIES

- ★★★★ Communication
- ★★★★ Time management
- ★★★★ Problem Solving
- ★★★★ Adaptability
- ★★★★ Decision Making
- ★★★★★ Self Motivation
- ★★★★★ Team work

OVERALL PROFESSIONAL EXPERIENCE - 7 YEARS

11 / 2021 - PRESENT

MANAGING A START-UP COFFEE BIKE

Bare Necessities Coffee - 17C Dang Van Ngu St, Phu Nhuan Dis.

- Planning and making strategy for the business
- Managing staff
- Doing MKT activities: PR, POSM, Online F&B market

MKT DEPARTMENT | ADVISOR CUM MKT

TOTO Vietnam - 1A Pham Ngoc Thach St, Dis.1

- Showroom operation
- Consulting customer
- After-sale services for customers
- MKT activities planning & execution (Online & Offline)
- Showroom renovation
- Promotion Activities at Showroom
- Purchasing products & devices at Showroom
- Sales tools/ POSM producing

05 / 2019 - PRESENT

SENIOR EDUCATIONAL CONSULTANT

YOLA English Institute - 45 Vo Thi Sau St, Dis.1

- Managing EC team
- Consulting
- Telesale
- Customer service
- Doing admin works and some senior tasks
- Training new EC staff

12 / 2016 - 05 / 2019

CLIENT SERVICE OFFICER

I Can Read English Centre - 267-269 Vanh Dai Trong St, Binh Tan Dis.

- Consulting
- Telesale
- Customer service
- Doing admin works
- Doing MKT
- Teacher Assistant
- Being HR assistant as assisting the recruitment progress and doing the training for new staffs

05 / 2016 - 12 / 2016

OVERALL PROFESSIONAL EXPERIENCE - 7 YEARS

TA SUPERVISOR AND MATERIAL OFFICER

Apollo English Centre - 366 Phan Van Tri St, Go
Vap Dis.

- Provide necessary administrative support on materials to all teachers during their working hours
- Supervise TA
- Scheduling TAs' schedule and checking their timesheet exactly
- Call to parents monthly to inform them about students' studying progress
- Training TAs to call parents
- Performing administrative duties to support the operations of the office
- TA training: work with Academic Coordinator to conduct TA training

MEMBERSHIP CONSULTANT

Elite Fitness & Yoga - Vincom Megamall centre, Dis. 2

- Sale
- Admin works
- Customer Service

01 / 2016 - 05 / 2016

08 / 2015 - 01 / 2016