

# PHAM HONG MINH

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## EDUCATION

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### National Economics University

2020 – 2024, GPA: 3.4/4.0

Bachelor of Logistics and Supply Chain Management Integrated with AGKN Certificate (taught entirely in English)

### Viet Duc High School

2017 - 2020

## WORK EXPERIENCE

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### Point Avenue | Summer Camp Intern

Jun. 2022 – Jul. 2022

- Supported organizing and leading Leaders' Camp activities (i.e., hiking, arts and crafts, team-building exercises, sports, fitness, etc.)
- Mentored groups of 10 - 20 campers as they participated in various activities and challenges
- Demonstrated strong teamwork and organizational skills
- Communicated fluently in English with campers and other mentors

### AIESEC in Vietnam | Local Chapter NEU

#### Unilever Future Leaders' League 2022 | Candidates Management Executive

Mar. 2022 – May. 2022

- Managed candidates' database by using Google Sheet and aligned with Unilever
- Prepared communication package with candidates (e.g., emails, phone calls...)
- Prepared Merchandise package for Top 30 candidates
- Managed candidate community group on Facebook with engagement activities and content
- Communicated with candidates to solve any concerns
- Conducted planning with the team and implemented it

#### Alumni Relations Executive

Jul. 2021 – Dec. 2021

- Managed alumni data pool by using spreadsheets (Google Sheet)
- Built-up standardized procedure with the Alumni Relations team to execute and track project progress (e.g., internal project Career Chat for AIESEC alumni)
- Designed content for AIESEC NEU's internal career program
- Contacted and warmed up relationships with valuable alumni (via video calls, emails, messenger) to raise funds and find guest speakers for AIESEC events (training, events for youth)

#### Project Executive

Apr. 2021 – Jul. 2021

- Researched and built the content for high school students
- Created and managed budget plan for the event

## SKILLS AND HOBBIES

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### Skills

Teamwork

MS Office (SumIf, CountIf, Index – Match)

Desk research

Python 3 (Entry level)

SQL (Entry level)

### Hobbies

Basketball

Cycling

Manga