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Freelance Writer/Translator




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Experience



Content Writer

[Company Name](#)

[Fourdozen, Inc. Full-time](#)

[Dates Employed Sep 2019 – Present](#)

[Employment Duration 1 yr 8 mos](#)

[Location Ha Noi, Viet Nam](#)

- Create landing page/sales/promotions and other kinds of content for client's websites and fanpages.
- Create content for brochures/catalogs/flyers/ vouchers based on client's briefs.
- Create video scripts/livestream scripts for promotion projects.
- Coordinate with the whole team to carry out promotion campaigns.
- Directly talk to clients to collect important information for contents.
- Plan and run Facebook advertising campaigns.
- Create and take care of company web content.
- Take part in creating weekly Vlog to promote company brand image.
- Take part in making video process for clients. ... [see more](#)

Content Writer

Company Name

MIN Freelance

Dates Employed Feb 2015 – Present

Employment Duration 6 yrs 3 mos

Location Ha Noi, Viet Nam

- Plan/create advertising/marketing/sales contents based on client's briefs.
- Coordinate with design team to brainstorm creative content.
- Use Photoshop to edit images which illustrate contents (when designers are all busy).
-

Content Writer

Company Name

Sunvina Full-time

Dates Employed Nov 2016 – Feb 2017

Employment Duration 4 mos

Location Viet Nam

- Created landing page/web content/PR/SEO/ sales content.
- Created catalogs/lookbook/landing page contents to promote brand image.
- Delegated and check content quality for freelancers.
- Coordinated with SEO team to collect keyword to support SEO articles.
- Coordinated with sale, design team to collect materials for writing.

Education

- Used Photoshop to edit and design images. ... [see more](#)

•

Thang Long University

Degree Name Bachelor of Business Administration (BBA)

Field Of Study Marketing

Grade 7.4

Dates attended or expected graduation 2010 – 2014

Skills & endorsements

1. English
2. English Translation
3. Organizational & Writing Skills

Industry Knowledge

1. content editing
2. Blogging
3. Web Content Writing
4. Writing
5. Translation
6. Editing
7. Social Media
8. Proofreading
9. Research

10. Public Relations

Tools & Technologies

1. Microsoft Office

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Accomplishments

Ha has 1 language 1

Language



- English

Ha has 1 test score 1

Test Score



- TOEIC

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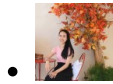
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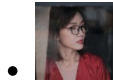
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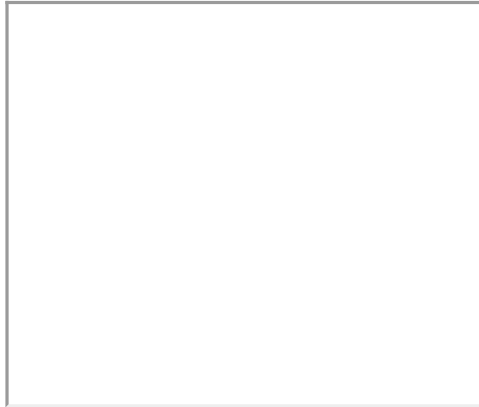


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