



NGUYEN THI PHUONG LINH

(KLOE NGUYEN)

PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a junior graduate with experience and knowledge in international business, marketing, communication, I am excellent in working with others to achieve a certain objective on time and with excellence.

SKILLS

- Problem-solving
- Communication skill
- Teamwork
- Critical thinking
- Computer literacy (MS Word, Excel, Powerpoint)
- English (TOEIC 845)
- Korean (TOPIK 3)

CONTACT INFORMATION

Date of Birth: April 21, 1998
Phone: (84) 932 864 607
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Address: 436A/10 3/2 Street, Ward 12, District 10, HCM City

ACTIVITIES

- APEC 2017 AT HOCHIMINH CITY-Volunteer at Document Center
- GREEN SUMMER VOLUNTEER CAMPAIGN (2017)-Leader at Propaganda Department
- FTU ZONE (2017-2018)-Broadcaster, Member of External Relations Department

WORK EXPERIENCE

Marketing Assistant

INFORMA MARKET | JULY 2019 - MAY 2020

- Assisted in marketing campaign by writing email/fax/LOA/.., and arranging meeting for managers.
- Contacted with potential customer and current customer to invite them to join shows.
- Supported groups when shows were happening.
- Made media plans every week and month
- Compiled and updated database of groups list.
- Made reports after shows

Manager Assistant

SAN DENTIST | OCT 2018 - MAR 2019

- Drafted correspondence, business contract, proposals...
- Translated docs relating to beauty services
- Worked as a member of HR Department
- Conducted market research

Operation Department Intern

IPTV COMPANY LIMITED | APRIL 2019 - JUN 2019

- Booked shipping lines, issue B/L, debit note,...
- Followed the export shipments from shipper to consignee
- Contacted agents to inform them of the shipments
- Supported agents and shippers to do anything relating to the shipments

Tutor and Teaching Assistant

DAI TIN-RES | DEC 2017 - MAR 2018

- Taught children in a class 20 students
- Prepared documents for teachers
- Supported events and office when needed

EDUCATION

Foreign Trade University

INTERNATIONAL BUSINESS ECONOMICS

- Graduate in October 2020