



**Hien Phan**

Copy Writer at HEDIMA Vietnam

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**Hien Phan** · 3rd

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HEDIMA

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**Foreign Trade University**

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## About

I really enjoy learning new things and am constantly seeking out new learning opportunities.

## Activity

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## Experience

### Copy Writer

HEDIMA Vietnam · Full-time

**HEDIMA** ul 2020 – Present

· 10 mos

### Administrator



eTeacher.vn Gia sư Đình Cao

Aug 2018 – Nov 2020

· 2 yrs 4 mos

- Create and update records and databases with personnel, financial and other data
- Being the first point of contact for employees on any email queries
- Arranging both internal and external events
- Assisting in organizing campaigns and developing marketing strategies.

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### Customer Relationship Intern



United Overseas Bank Limited (UOB) · Internship

Apr 2019 – Jul 2019

· 4 mos

Vietnam

- Call assigned leads based on tapescripts
- Manage databases and input information and records.

## Education

### Foreign Trade University



Bachelor's degree, International Business

2016 – 2020

## Licenses & certifications

### Best employee of the year 2018

eTeacher.vn Tutor Company Limited

Issued 2018 · No Expiration Date

### IELTS 6.5

DP Education



## Skills & endorsements

Microsoft Office · 1



Endorsed by **Thu Do, who is highly skilled at this**

### **Adobe Photoshop** . 1

**Thu Do** has given an endorsement for this skill

### **Operational Activities**

Industry Knowledge

### **Office Administration**

### **Human Resources (HR)** . 1

Tools & Technologies

### **Adobe Illustrator** . 1

Interpersonal Skills

### **Teamwork** . 1

### **Presentations** . 1

### **Organization Skills**

Languages

### **English** . 1

### **Korean** . 1

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## Interests

### PepsiCo



5,517,691 followers

### Nestlé



11,683,771 followers

### Unilever



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1,738,024 followers

### HSBC



2,565,806 followers

### Intel Corporation



2,403,109 followers

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**Le Hien Anh** •3rd+

Managing Director at HA THUY ANH SERVICES TRADING COMPANY LIMITED

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**Hoa Nguyen Cung Hien** •3rd

Customer Service Agent at Song Binh Co., Ltd - As General Agency for FedEx

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Marketing Intern

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## People you may know



BE BA (My Nguyen)

Recruitment Specialist cum Admin at Milensea Retail

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Hien Tran

IT Recruitment consultant

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Le Nhat Huy

President at UTE Logistics and Supply Chain Club

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