

TRAM TON (Hannah)

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SUMMARY

A self-motivated and hardworking Junior Web Developer with extensive training in coding, programming, and web designing. Skilled in adapting to new technologies and possessing excellent communication, problem-solving, project management, and team-building skills. Able to manage projects effectively and collaborate well with colleagues.

TECHNICAL SKILLS

Web-Based Technologies: Python, HTML, JavaScript, CSS, Bootstrap, jQuery, React

Microsoft Office Suite: Word, PowerPoint, Excel, Outlook

Microsoft Power Apps

Version Control: Git

Databases: SQL Server, and Firebase

Tools/IDEs: Visual Studio Code, Figma Digital Prototyping Tool, SQL Server

Special Projects: Hackathon, Capstone and Web Designing

KEY HIGHLIGHTS

- Skilled at analyzing and prioritizing tasks for time management
- Ability to work independently and in teams
- Actively learning and upgrading technological skills on platforms like Codecademy
- Enhanced leadership skills through mentoring and training team members

RELATED EXPERIENCE

Full Stack Web Development Trainee

Apr 2023 - Sept 2023

Making Changes Association

Learned and gained proficiency in various programming languages and tools. Here are the technologies and languages I am comfortable working with:

- Programming Languages: Python and Scratch
- Web Design and Development: HTML, CSS, Bootstrap, JavaScript, and jQuery
- Version Control: Git
- Front-End Framework: React
- Backend Development: Express, SQL, and Firebase
- Testing: Test Driven Development using Mocha and Chai
- Cloud Computing: Azure
- Low-code Development: Microsoft PowerApps

Possess important transferable skills such as effective communication, decision-making, time management, problem-solving, organization, teamwork, and critical thinking.

Web Content Manager

Dec 2013 – Dec 2015

PROJECT LANA back by IDG Ventures (Webtretho.com) – Hochiminh, Vietnam

- Produced engaging and informative content for webtretho.com, providing valuable resources for parents and contributing to the site's reputation as a go-to source for pregnancy and parenting advice.
- Provided accurate and culturally appropriate translations, ensuring that the content was relevant and accessible to Vietnamese readers.
- Implemented creative and effective social media marketing campaigns, establishing a strong online presence for clients OMO and Pampers and increasing brand awareness and engagement.

Digital Content Leader

Apr 2013 – Dec 2013

RINGIER VIETNAM (Marrybaby.vn) – Hochiminh, Vietnam

- Created and curated informative and engaging content for marrybaby.vn, providing parents with useful resources and contributing to the site's reputation as a trusted source for parenting advice.
- Provided accurate and culturally appropriate translations, ensuring that the content was relevant and accessible to Vietnamese readers.
- Implemented basic yet effective social media marketing strategies, fostering a strong online community and increasing engagement with the target audience.

OTHER EXPERIENCE

Administrator

July 2022 – Dec 2022

Trust to Knowledge – Calgary, AB

- Developed strong communication skills and built rapport with clients, resulting in an increased level of trust and confidence in the document procedures.
- Created a user-friendly document checklist that simplified the process for clients and reduced confusion and frustration.

Consultant/ Admin Manager

Jan 2017 – June 2022

Hana Studio – Hochiminh, Vietnam

- Developed strong customer service skills, providing personalized attention and building relationships with customers that resulted in positive referrals.
- Established a reputation for being approachable and helpful, resulting in positive feedback from customers.
- Increased social media presence by creating and posting content on Facebook and Instagram resulting in a 25% increase/ year in online engagement.

Sales Administration Manager

Jan 2016 – Dec 2016

DKSH LTD. Co (Healthcare Department) – Hochiminh, Vietnam

- Successfully managed a data team that provided valuable insights to customers, improving their decision-making processes and ultimately enhancing their businesses.
- Led a sales admin team that supported a sales team in generating 100+ reports/ quarter.

EDUCATION

Certificate in Full-stack Web development with Python programming, Making Changes Association, Canada

The Diploma of Information Technology, University of Natural Sciences, Vietnam

Bachelor of Arts in English Linguistics and Literature, University of Social Sciences and Humanities, Vietnam