

DO MAI PHUONG

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EXTRA-CURRICULAR ACTIVITY

Tomorrow Entrepreneur Club

Vietnam, Oct 2022 - Nov 2023

Head of Organization Department

- **Leading and managing** team of **13 members** to conduct operation of the organization.
- **Collocating and managing** the organization's budget (**1.2B+ VND**) in operating events and products, **developing and managing** financial systems.
- **Planning and executing** "Learning and Development" - **HR project** providing meetings and workshops to orient career path, provide knowledge and network for members.
- **Setting up** B2B partnerships with diversified companies including cash, in-kind sponsorship, media and strategic partners in "Business Hackathon" - the first hackathon competition in the field of business and startup for students in Vietnam.
- **Managing 800+** candidates of the organization's recruitment.

Kawai Business Startup

Vietnam, Jan 2023 - Aug 2023

Head of Organization Department

- **Director** of the **Grand Finale** of "Kawai Business Startup" attracting **1200+ attendees**.
- **Director** of "Kawai Startup Fair" event attracting **800+ attendees**.
- **Community Manager** of the **Kawai Alumni Community** - a startup community in the Startup Ecosystem with **3000+ members**.

RPA Unitour - akaBot

Vietnam, Nov 2021 - Dec 2021

Leader of Organization Department

- **Organizing 6-week online competition**, being the **third-party** to connect mentors of akaBot, a company of FPT specializing in business process automation, and candidates.
- **Managing 150+ candidates** in RPA Business Analyst Competition.

Movies for Relief

Vietnam, Oct 2018 - Dec 2020

Head of Logistics Department

- **Leading** a team of **10 members** to **conduct activities** for club events.
- **Negotiating venue** and other logistical costs for events and products.
- **Raising 60M+ VND** in cash and other in-kind donations for disabled children in Hanoi, including **SOS village** and patients in hospitals.

ACADEMIC BACKGROUND

Foreign Trade University

Vietnam, Aug 2021 - present

Bachelor's Degree in International Business (English High Quality Programme)

- GPA: 3.3/4.0

Bachelor's Degree in Business English (English High Quality Programme)

- GPA: 3.6/4.0

CERTIFICATION

- Top 20 of Logistics Function at Interchain 2023, organized by International Business Club - FTU
- Rutgers the State University of New Jersey, [Supply Chain Planning](#)

- Google Data Analytics Professional Certificate
 - (1) [Foundations: Data, Data, Everywhere](#)
 - (2) [Ask Questions to Make Data-Driven Decisions](#)
 - (3) [Prepare Data for Exploration](#)

SKILL & LANGUAGE

- Microsoft Office Suite: Word, Excel, Power Point
- Languages: Vietnamese (native), English (advanced) with IELTS 7.5, Chinese (intermediate)
- Soft skills: Operating, Complex problem solving, Leadership, Project management