



# NGUYEN THI BICH LIEU

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## EDUCATION

<b>University of Economics Ho Chi Minh City</b>	<b>Ho Chi Minh, Vietnam</b>
<i>Bachelor of International Trade - Customs Management</i>	10/2020 - 03/2024
<ul style="list-style-type: none"><li><b>GPA:</b> 3.72/4</li><li><b>Honors:</b> 02 Academic scholarships (100-150%); Student with 5 good merits; C prize in UEH Young Researcher 2023</li></ul>	
<b>Supply Chain Sourcing by Rutgers the State University of New Jersey</b>	<b>01/2022</b>
<b>Export - Import course by VinaTrain Vietnam</b>	<b>04/2023</b>
<b>Case Mastery by Tomorrow Marketers</b>	<b>08/2023</b>

## EXPERIENCE

<b>Logistics Intern - Hai Nam Automation Technology JSC</b>	<b>07/2023 - 10/2023</b>
<i>Hai Nam Automation Technology JSC is a powerful manufacturer supplying contractors &amp; clients from diverse industries all over the world with high-quality electrical switchboards, switchgears and panel as well as total power automation solution.</i>	
<ul style="list-style-type: none"><li>Work, discuss with stakeholders: Purchasing, PM, Warehouse, Finance to update and understand requirements.</li><li>Up POVT request for Purchasing department searching potential supplier (FWD) to ensure deadline delivery time.</li><li>Create warehouse request on the Switchboard software for the warehouse department to process and package.</li><li>Create and monitor DO for oversea and domestic electronic components through Inventory Management Software; prepare, check related documents and complete the C/O form for oversea exported goods to receive tax incentives.</li><li>Understand Incoterms, excelled in using ECUS5 for electronic customs declaration for import and export goods.</li><li>Resolve issues that arose during operational process.</li></ul>	

## LEADERSHIP & EXTRACURRICULAR EXPERIENCE

<b>Vice President of Communication Department - Team of Collaborator</b>	<b>10/2021 - 09/2022</b>
<ul style="list-style-type: none"><li>Upgrade and innovate operational department processes into Design team and Content team to be more effective.</li><li>Manage and update the timeline for training by excel.</li><li>Correspond with internal and external departments in an effective and professional manner.</li></ul>	
<b>Manager of Program "Circle of Trust" - Team of Collaborator</b>	<b>01/2022 - 04/2022</b>
<ul style="list-style-type: none"><li>List items to purchase, estimate budget for the program, and manage documents such as invoices, payment orders, detailed statements.</li><li>Contact with vendors to get prices of items, arrange shipment and deal with them, result in saving 10% on program costs.</li><li>Distribute 40 tickets that were sold out after 5 days.</li><li>Seek, evaluate and contact sponsors for the program through database.</li></ul>	

## SKILLS

<ul style="list-style-type: none"><li><b>Microsoft Office Suite:</b> IC3 Digital Literacy Certification (good at Excel, Word, Powerpoint, Outlook)</li><li><b>Soft skills:</b> Communication, Presentation, Organizational, Problems Solving, Detail-oriented, Time management, Critical thinking, Teamwork, Leadership, Project management,</li><li><b>Language:</b> Vietnamese (Native), Toeic online mock test 860/990</li><li><b>Design skills:</b> Adobe Photoshop, Adobe Audition, Canva</li></ul>	
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