

HUYNH NGUYEN THAO

District 7, Hochiminh City • huynhnguyenthao04@gmail.com • (+84) 785242434



EDUCATION AND OTHERS KEY TRAINING

CoderSchool

April 2022 – December 2022

Fullstack Development:

- *Front-end: HTML, CSS, Javascript, ReactJS, API*
- *Back-end: ExpressJS*

Saigon University

September 2016 – September 2020

Bachelor in Environmental Engineering

TOEIC (715)

July 2020

Center of Computer Engineering – Bach Khoa University

2018

Autocad

WORK EXPERIENCE

HERBALIFE NUTRITION VIETNAM COMPANY

Hochiminh City, Vietnam

Sales Operation and Communication Consultant

June 2020 – March 2022

- Conducted the supporting service for the company's members, clarifying their needs and communicating with the related teams for prompt actions, ensuring satisfaction is stay at a high level.
- Administered the delivery of members' gifts, tracked the delivery time of vendors, and take prompt action for any late, damaged, or missing packet, securing the company's members received in time.
- Managed the Gift stock, regularly checking the quantity and the quality of them in the storage and making the request to clear the damaged ones.
- Designed the monthly honor board to cheer members who are promoted and get the highest achievement, making them feel appreciated by the company for their great performance.
- Collaborated on quarterly and yearly events from Sales Dept. for the sake of the success of these events.
- Conducted ad-in reports as required by the line manager.

Member Policy and Compliance Consultant

June – September 2018

- Identified the suspect case: investigating the history of member's purchasing, communicating with the related department, and providing timely required actions to mitigate the negative impacts on business.
- Administered the warning notice process, confirming the MPC's decision to the violated member and getting their confirmation. control productivity procedure with strictly warning to poor performers monthly.
- Conducted reports to the team leader.

SOCIAL ACTIVITIES

Member

October 2020

Herbalife Internal Virtual Run

- Supported and motivated the team member to complete their registered distance Completed the accumulated distance of 100km in a month.

Co-organizer

April – July 2019

Class Charity Group

- Conceptualized the content of the event, preparing and calculating the finances for proposing funding.
- Planned the activities for fundraising, and successfully raised more than 100 gift packs for homeless people living in Hochiminh City.

Co-organizer

October – November 2018

Class Charity Group

- Designed the program, calculating the budget and finding a sponsor for the whole event.
- Negotiated the approval for organizing the activity inside the Orphan's hut area, which is located in Vung Tau City.

Raised more than 100 gift packs for children living under the Orphan hut.
