

Hoang Tuong Van Nguyen

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EDUCATION

Bachelor of Arts in International Relations
Academy of Journalism and Communication

Aug 2023 - Received
Hanoi, Vietnam

LANGUAGE

- English - Fluent
- Vietnamese - Native

SKILL

- MS Office, Google Workspace
- Customer service
- Writing
- Researching
- Interviewing
- Editing

WORKING EXPERIENCE

Saleswoman - Full time

J Choose Beauty Boutique

Nov 2023 - Now
California, USA

- Selling both online and directly
- Solving problems with customers

Assistance - Part time

David Duong Tax and Notary Company

Sep 2023 - Nov 2023
California, USA

- Handling phone calls and scheduling appointments
- Translating between Vietnamese and English documents
- Processing payroll for firms

Journalist and Copywriter - Contract

Việt Nam News - Vietnam News Agency

Feb 2023 - Aug 2023

Hanoi, Vietnam

- Working at the Lifestyle - Sports News Desk
- Conducting research and information synthesis
- Interview, writing and editing articles

Intern Journalist - Internship

Vietnam Times - The Vietnam Union of Friendship Organization

Mar 2023 - May 2023
Hanoi, Vietnam

- Researching diplomatic events involving relations between Vietnam and other nations
- Interviewing and writing articles

Sales and Marketing Specialist - Part time

Maro Vietnam International Joint Stock Company

Jun 2019 - May 2022
Hanoi, Vietnam

- Managing content on the website of Maro Hotel
- Planning content production for social media

Reporter - Internship

Hanoi Radio and Television Broadcasting

Apr 2022 - May 2022
Hanoi, Vietnam

- Working at Foreign Affairs Board
- Proposing and developing ideas, editing scripts for newscasts