

LAM THANH HUYNH

HR INTERNSHIP



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01, Vo Van Ngan Str,
Linh Chieu Wd, Thu Duc District

reallygreatsite.com

PROFILE

I'm Currently completing my Bachelor's degree in Business English and looking to gain further real-world experience while developing acquired abilities in communication, administration, and multitasking.

SKILLS

- Written and verbal communication
- Able to build relationships
- Detail Oriented
- Organizational Skills
- Ability to analyze qualitative data
- Proficient in Microsoft Window
- Languages: Fluent in Vietnamese, proficient in English

EXPERIENCE

ASSISTANT TO LEAD ORGANIZER - INTERNSHIP

TEDxĐaKao

2020 - Present

- Monitor industry activity and market trends relevant to the sponsorship of TEDxĐaKao;
- meetings with the Organizer and the team, support follow-up emails, phone calls, and other tasks.
- liaise with speakers once they are onboard with work.

EVENT OPERATOR

Je t'aime art

2020 - Present

- Provided excellent customer service
- Strong people skills when dealing with difficult situations or personalities

TEACHING ASSISTANT

HCMC University of Technology and Education

2020 - 2021

- Supporting and assisting teachers with preparing class materials and classroom management
- Providing proper help to individuals or groups of students to master learning concepts

EDUCATION

BUSINESS ENGLISH

HCMC University of Technology
and Education

2019 - 2022