

# NGUYEN THI MINH DUYEN

## DIGITAL MARKETING INTERN

0933965094 | minhduyen151.work@gmail.com | [linkedin.com/in/minhduyen151](https://www.linkedin.com/in/minhduyen151)  
District 7, Ho Chi Minh City, Vietnam



### SUMMARY

A detail-oriented and results-driven English Linguistics graduate with a deep interest in Digital Marketing, seeking internship opportunities in professional and dynamic environments to gain profound knowledge and hands-on experience in this field. Eager to dive into the world of Digital Marketing, committed to enhancing business performance through effective communication, creative problem-solving, and a curiosity-driven mindset, while maintaining enthusiasm, responsibility, and dedication to success.

### EDUCATION

**University of Social Sciences and Humanities (USSH - VNUHCM)**

**Bachelor of Arts in English Linguistics and Literature**

GPA: 8.43/10.0 – Graduation rank: Very Good – Minor major: English Translation and Interpreting

### WORK EXPERIENCE

**British Chamber of Commerce in Vietnam (BritCham Vietnam)**

July 2024 – Present

**Admin & Event Intern**

- Assist in event logistics and guest communications, ensuring a smooth attendee experience and increasing event engagement
- Create event-related materials such as contracts, presentations, proposals, and reports, contributing to the branding and promotion of events.
- Assist in coordinating email marketing efforts for events, including segmenting email lists and creating engaging content to boost audience participation.
- Support email domain setup and management by configuring DNS records (SPF, DKIM) to ensure deliverability and maintain a professional brand image
- Coordinate guest outreach via invitations, payment reminders, and post-event follow-ups, improving participant retention and engagement
- Support financial processes by collecting payment requests, recording POs, securing approvals, and managing payment proofs and documentation under the PO system.

**IZONE Education Company**

July 2024 – Present

**IELTS teacher**

- Ensure smooth lesson delivery by designing tailored lesson plans and teaching materials for different class levels.
- Strengthen students' understanding through online IELTS classes and personalized tutoring.
- Enhance learning outcomes by grading assignments and tests and providing constructive feedback.

**Nhu Dang Limited Liability Company of Education and Training**

June 2022 – May 2024

**English Teacher**

- Enhanced student engagement by designing interesting teaching materials and activities
- Improved students' academic performance by teaching test-taking strategies and useful tips
- Boosted student retention rates through interactive lessons and personal academic support

**YBOX.VN**

November 2020 – April 2021

**Freelance Translator ([Translated articles published on the YBOX website](#))**

- Researched, translated, and edited articles on diverse topics from English into Vietnamese weekly

## SKILLS & LANGUAGES

- **Computer skills:** Microsoft Word, PowerPoint, Excel
- **Hard skills:** content creation, translation, interpreting, photo editing (Canva), subtitling, event planning and management
- **Soft skills:** communication, collaboration, problem-solving, time-management, presentation, creativity, adaptability, multitasking
- **Languages:** English (Advanced), Chinese (Elementary), Korean (Elementary)

## CERTIFICATIONS

- **Social Media Marketing** - HubSpot
- **Academic IELTS 8.0** - IELTS Official
- **Google Analytics Certification** - Google Digital Academy (Skillshop)
- **Foundations of Digital Marketing and E-commerce** - Coursera
- **The Fundamentals of Digital Marketing** - Google Digital Garage
- **Professional Translation and Interpreting** - University of Social Sciences and Humanities
- **Basic Information Technology Applications** - Informatics Center of the University of Science
- **Chinese Proficiency Test (HSK 3)** - Hanban Confucius Institute
- **Korean Proficiency Test (TOPIK I - Level 2)** - National Institute for International Education (NIIED)

## HONORS & AWARDS

- Academic Encouragement Scholarships (5 consecutive semesters)** 2020 - 2022  
University of Social Sciences and Humanities (USSH - VNUHCMC)
- First Prize in Literature in the City-ranking Contest for Excellent Students** April 2019  
Department of Education and Training of Ho Chi Minh City

## PROJECTS

- Video Advertising for "HappinExpress" Delivery Service** November 2021  
*Project Leader*
- Developed ideas and created content for the promotional video with other members
  - Edited and translated certain part of the video script
  - Performed voice-over and added subtitles to the video using Aegisub
- Google Website Highlighting Quang Binh Province Tourism** November 2021  
*Project Leader*
- Assigned tasks to group members, tracked their progress and ensured timely task completion
  - Conducted research about the destination and set up specific parts of the website
  - Developed an English video guide featuring a city's activities and attractions
- Travel Brochure for a one-day itinerary in Quang Binh Province** November 2021  
*Project Leader*
- Conducted research and collected information on available one-day tours in this destination
  - Created brochure content and graphics using Canva

## VOLUNTEER EXPERIENCE

- Elephan Project** October 2020 - December 2020  
*Translator*
- Translated and edited Vietnamese content into English to enhance engagement and reach
  - Interacted with Facebook posts regularly to foster community engagement