



# TÔNG NHẬT CHÂN

Marketing Trainee

**Date of birth:** 29/05/1991

**Gender:** Female

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**Address:** Cần Thơ,  
Vietnam

## OBJECTIVE

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Devoting individual perceived knowledge, gained skills to the overall success of an organization. Being keen on finding a challenging position at an organization where I will be able to continue to accumulate more experience, lead to personal fulfillment, plus contribute meaningful work to society and furthermore, orientating to be able to handle the general operation of a business. Looking for a dynamic, energetic and positive working environment, or asking flexible mobility. Making the commitment to work with: loyalty, learning willingness, high responsibility, aggressively concentrating on achieving the work target, respect the ethic in work and life. Work hard with the target to play a more important role in an organization. Identifying life-long learning for non-stop self-improvement. Carrying out self-assessment and accepting constructive feedback to maximize high performance and manage under-performance.

## EDUCATION

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October 2011 - March 2016 **Vo Truong Toan University**  
Bachelor of Pharmacy  
GPA: 3.6/4

## WORK EXPERIENCE

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October 2016 - June 2019 **Fuji Medic LLC. (Japanese Company) - General Clinic in Can Tho.**  
Sales executive and Admin staff - Position: Full-time  
**Sales Duties:**  
Selling health-check package to target customers which are companies, organizations, etc.  
Maintaining sales records. Searching, Establishing & maintaining close relationships with customers in the Mekong Delta area.  
Making service presentations, consultation and designating the health check items list based on customer orders.  
Addressing service complaints in a timely manner.  
**Admin Duties:**  
Implementing administrative tasks (preparing labor contracts for employees, and other economic contracts, proceeding liquidation, office management, preparing relevant official letters); Arrange travel and accommodation for staff (if needed); Manage petty cash.

Translating documents (ENG-VIET) and assisting Japanese Director at external and internal meetings.  
Recruiting, managing human resource documents.  
Liaising with internal and external stakeholders (hospitals, health departments of Can Tho city, Doctors, etc...) to implement tasks relating to sales, marketing, operation.

July 2016 - July 2017

**Hello Health Group**

Medical Editor - Position: Freelancer

Writing medical contents based on the topic given by the direct supervisor.

Taking responsibility for the preciseness of information.

Making sure of easy understanding to readers.

Familiar topics: Herbals, Medicine.

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## ACTIVITIES

14th September 2016 -  
17th September 2016

**The 10th Việt Nam – France Cooperation Conference**

Volunteer

The conference was held in Can Tho. Its aim is to exchange information about health, social, culture between two countries.

My responsibilities: Transferring all information between guests and the organizer, guiding the guests how to join the conference

June 2016 - July 2016

**Volunteer at Rach Suc Church**

English Teacher

The church offers free course to poor children, which is organized every summer holidays in Can Tho.

My responsibilities: preparing the outline of grade 8 English; lecturer on the class; translator for foreigner volunteers.

2015 - 2016

**Social Network Club of Vo Truong Toan university**

Content Writer

Following activities at my university : student camping, singing contests, students clubs, ....to collect news for online articles. It aims to introduce my university images to social network like Facebook.

2015 - now

**Translation club**

Translator

The club belongs to The Bridge Of Clinical Pharmacy Group which is organized by Pharmacists from over the nation.

My responsibilities: translating news or scientific articles in the field of Clinical Pharmacy.

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## CERTIFICATIONS

March 2019

Pharmacy Practicing Certificate

September 2019	IELTS Certificate with Band 6.5
January 2016	TOEIC Certificate with score 845
2015	Informatics Certificate with Good score

## HONORS & AWARDS

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2012	Good student award from the principle.
2016	Excellent student award from the principle.

## SKILLS

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<b>Microsoft Office</b>	Good
<b>Representation</b>	Very Good
<b>Negotiation-Communication</b>	Very Good
<b>Analysis</b>	Good
<b>Time - Budget Management</b>	Very Good

## INTERESTS

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Music, learning foreign languages.  
 Love swimming, jogging, gym.  
 Traveling, do volunteer work.  
 Be into learning new cultures, history, anthropology.

## REFERENCES

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Position: Chief Doctor of Clinic  
 Name: Dr. Thai Thi Xuan Phuong  
 Cell-phone: 098.389.4848  
 E-mail: ttxphuongcamedic@gmail.com

Position: Chief of Support Team  
 Name: Ms. Tran Thi Cam Chau  
 Email: tranchau488@gmail.com