



# NGUYEN TRANG

Sales

📅 August 30, 1995

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📍 TP.HCM, Vietnam

👤 FeMale

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🔗 Trang Nguyen

## OBJECTIVE

**2019:** Desires the role of Sales Executive with huge passion for Sales Field in four next years at your company so that retain customers towards achieving the company's sales objectives as well as improve the ability to always ensure customers' satisfaction.

**2020:** To become a excellent Sales client and growth in achieving the company's financial targets. Besides, maintaining great presentation, communication and market analysis skills even so public interfacing abilities

**2021:** To become a regional Sales manager.

## SKILLS

Communication skills



Computer Skills



Languages Skills



## INTERESTS

- Reading psychology books, watching movies, Blog writing, Create Video, Retouch Picture and traveling, teaching and presenting in public.
- I like working with my friends because I am really extroverted.

## PERSONAL QUALITIES

Sense of responsibility, carefulness in all the

## EDUCATION

**NGUYEN TAT THANH UNIVERSITY** (Aug 2013 > Oct 2018)

**Major: Pharmaceutical and management**

Classification: Good

**HO CHI MINH CITY UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES** (Oct 2013 > Oct 2017)

**Major: English Linguistics and Literature**

Classification: Good

## WORK EXPERIENCE

**Junior English center** (Jun 2018 > Dec 2018)

**Assistant**

Main responsibilities:

- Pick up and lock after the students in class
- Explain to students anything they don't understand if requested by teachers
- Help teachers with registers/ attendance check/ record of word
- Assit in monitoring student's work and ability to follow instructions.
- Assist teachers with classroom discipline, assessing students, clarifying instructions and checking homework
- Other classroom duties and admin tasks given by teahers/staff.

**Junior English center** (Jun 2018 > Dec 2018)

**English Teacher ( Parttime)**

Main responsibilities:

- Responsible for teaching English classes for children aged 4-16
- Regularly monitor, checking, appreciation adn reporting the learning situation of students to parents and full-time officials
- Prepare and submit weekly teaching plans to specialized staff
- Building programs, curricula and English teaching research methoads.

**Happy English** (Sep 2018 > Present)

**Consultant Position**

Main responsibilities:

- A consultative role and take care of the students in class
- Answer questions and receive parental feedback
- Set up the classroom, prepare the equipment and tools for previous teacher
- Manage to Fanpage Facebook, Zalo, Website and writing the content of the course programs to attract viewers.

sense of responsibility, carefulness in all the works done are my greatest strengths.

**+ Strength:** dynamic, sociable, good communication, , diligent, patient, flexible, team-building, and being willing to help anyone

**+ Weak:** shy at public speaking, limited experience.

## CERTIFICATIONS

Informatics Certificate  
(2017)

Management Time Skills, Problem-Solving Skills, Critical-Thinking Skills, Writing and Editing Skills  
(2013)

- Communicative well with other colleagues in the centre including teachers, admin staff, security guards and etc...
- Other duties assigned by the Centre Manager.

### B’smart (July 2016 > Apr 2017) *Cashier*

Main responsibilities:

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items
- Maintaining a clean workspace.

### Tea & Coffee, Bakery (Jun 2015 > Feb 2016) *Cashier & Waitress*

Main responsibilities:

- Provide the perfect service experience for every Guest
- Ensure the Guest feels important and welcome in the Tea and Coffee
- Serving customers and dealing with their enquiries.
- Present menu, answer questions and make suggestions regarding food and beverage
- Conducting quality tests.
- Have to work efficiently and within a team to avoid a back log of stock, packing pies.
- Report to property on time and in proper uniform.