 **NGUYỄN PHƯỚC BẢO NGỌC**

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**I. PERSONAL INFORMATION**

Date of birth: October 11th, 1994

Place of birth: Ho Chi Minh City

Gender: Female

Marital status: Single

Health: Good

**Career Objective:** A fresh graduate of FTU in September 2016 with an accumulative GPA of 3.4/4. I would like to make use of my academic background, personality, flexibility and soft skills for rendering my service and responsibilities. After 6 months of working in Japanese companies (3 months in Vietnam, 3 months in Tokyo), I have gained a strong passion seeking guidance from Japanese professional working enviroment and gain experience to support my career path.

**II. EDUCATION:**

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| --- | --- | --- |
| **Year** | **University/Institution** | **Qualification** |
| ***ACADEMIC BACKGROUND*** | | |
| **2012 - 2016** | Foreign Trade University,  Ho Chi Minh City Branch  (Major:International Business and Economics) | Very good graduation rank-  Bachelor of International Business and Economics (CLC class- all lectures and examinations are in English) |
| **2009- 2012** | Nguyen Thuong Hien High School  Ho Chi Minh City | Graduation Diploma  (Grade: 55.5/60)  Graduated with excellence |
| ***FOREIGN LANGUAGE*** | | |
| **November 2011** | By ETS | TOEFL IBT  Overall score: 105/120 |
| **April, 2010 and 2011** | By the Ministry of Education and Training | Olympic 30/4 contest: national contest (2010: Gold medal in English  2011: Silver medal in English) |
| **March, 2012** | By the Education and Training Department of HCM | HCM city excellent student in English (2nd prize for high school students) |
| **September 2012 up to now** | Japanese school: Nhật ngữ Đông Du | N2 level JLPT N2 certificate (July, 2016) |
| **July 2015** | By Cambridge English/ British Council | IELTS Overall score: 8/9 |
| **March, 2016** | By the Graduate Management Admission Council (GMAC) | GMAT  Overall score: 560 |

**III. WORK EXPERIENCE**

**14th Oct- 28th Dec 2016** Position: **Intern at Link Solution, Tokyo, Japan (chosen applicant of METI internship program sponsored by Japan goverment)**

**Main duties** 3-month internship in Tokyo, Japan. Doing market research about Vietnam beauty market. Manage Link Solution travel facebook page (write articles, edit content).Facebook page: Re-discovery Japan Vietnam

**July-Sep 2016** Position: ***Sales admin intern at GMO Runsystem Vietnam***

**Main duties** Working in mobile application department. Market researching, finding and contacting customers. Preparing contract, document and take care of after-sales service.

**Sep-Oct 2015** Position: ***Intern at The Body Shop (full-time)***

**Main duties:** Translating and preparing human resources training document. Updating schedules and arrange office tasks.

**June-August 2015** Position: ***Intern at Minh Tien Industries Co., LTD (full-time)***

Main duties: Handling phone calls and paperwork. Assist the company’s employees in import procedures**.**

**Sep 2013- Dec 2015** Position**: *ILA’s teaching assistant (part-time)***

Main duties: Handling classroom situations and delivering lessons to students. Cooperating and communicating with foreign teachers.

Customer service tasks (phone calls/emails, follow-ups). Assisting sales team to reach sales target. Participating in organizing events/ competitions of ILA.

Skills trained regularly by ILA workshops.

**III. VOLUNTARY EXPERIENCE:**

**March-2013** Became an active member of Tuoi Tre newspaper club.

**June-2014** Chosen participant among hundreds of applicants for TEDxYouth@DienBienPhuSt Transparency where famous and successful people were invited to share their ideas.

**July-2014** Chosen participant of Youth to Business 2014 with the presence of 500 talented university students all over the country and 15 leading corporations.

**May-2016** Participated in Barack Obama’s speech event in Vietnam for YSEALI members

**IV. SKILLS:**

- Communication, good presentation and writing skills  
- Ability to work under pressure   
- Have a high sense of responsibility   
- Be willing to work at weekends   
- Computer literacy: Microsoft Office (Words, Excel, and PowerPoint)