 **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

**Career Objective:** International Businessbachelor degree holder of Foreign Trade University in September 2016 with an accumulative GPA of 3.4/4. Having domestic and foreign working experience with multi-national people, I have gained a strong passion towards global environment, in both studying and working field, seeking for business expertise to support my career path.

**II. EDUCATION:**

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| --- | --- | --- |
| **Year** | **University/Institution** | **Qualification** |
| ***ACADEMIC BACKGROUND*** | | |
| **Sep 2012 – Sep 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) |
| ***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) |
| **July 2015** | By Cambridge English/ British Council | IELTS Overall score: 8/9 |
| **July, 2016** | By Japan foundation | JLPT (Japanese): N2 |
| **January, 2017** | BY ETS | TOEIC  Overall score: 960/990 |

**III. WORK EXPERIENCE**

**October 2017** Invited by Top Career to Top Career Asia Pacific Job fair in Marina Bay Sands, Singapore and to Gifu, Japan (trip expense sponsored by Top Career and companies)

**Jan-2017 to Jan-2018 Position: IT communicator at NEC Vietnam**

**Main duties** 🞟Translate IT document and translate in regional meetings (in 3 languages: Vietnamese, English, Japanese).

**🞟**Support IT engineers and Japanese customers in communication.

🞟Mail/project follow-up (tasks division, deadline meetup, progress report)

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

**Main duties 🞟**Do market research about Vietnam beauty market.

**🞟**Content marketing: manage Link Solution travel facebook page (write articles, make content plan based on statistics/trend report).Facebook page: Re-discovery Japan Vietnam

**July-Sep 2016** Position: **Sales admin at GMO Runsystem (mobile application department)**

**Main duties 🞟**Do market research, find and make appointments with customers.

**🞟**Prepare contract, sales document and take care of after-sales service.

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

Main duties: **🞟**Handle classroom situations, deliver lessons to students.

**🞟**Work with foreign teachers.

**🞟**Customer service tasks (phone calls/emails, follow-ups).

**🞟**Assist sales team to reach sales target

**III. EXTRACURRICULAR EXPERIENCE:**

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

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