TOAN TRUONG
FIRST-YEAR UNDERGRADUATE

CONTACT ME

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SKILLS

EVENTS COORDINATION

COMMUNICATION

LEADERSHIP AND TEAMWORK

MICROSOFT OFFICE SUITE

VIDEOGRAPHY

DESIGN

LANGUAGE

VIETNAMESE

ENGLISH

EXPERIENCE

2022 - Present
Le Quy Don High School
Media Club

PRESIDENT OF MEDIA CLUB
- Led and managed all activities of the Media Club, overseeing a team of 80 members
- Organized and coordinated events, workshops, and projects related to media production
- Worked to build partnerships with other clubs and organizations, promoting effective teamwork and the successful completion of shared projects.

2021 - 2022
Le Quy Don High School
Media Club

LEADER OF PHOTOGRAPHY DEPARTMENT
- Led and managed the Photography Department, overseeing the work of 10 members
- Coordinated photography projects, including event photography and videography, editing and color grading photos and videos.

2021 - 2022
Saigon International
Model United Nations

TECHNICAL OPERATOR
- Operated and maintained technical equipment, ensuring efficient production processes.
- Collaborated with different teams to operate the event.

2021 - 2022
Le Quy Don High School
STEM Club

HR ASSOCIATE
- Assisted in various HR functions, including recruitment, club bonding and record keeping.
- Maintained and organized HR records, ensuring data accuracy
- Provided support to ensure a positive and inclusive team atmosphere.

EDUCATION

2023
Swinburne
Vietnam

TALENT SCHOLARSHIP
- Scholarship covered approximately 33% of tuition fees.

2023
Le Quy Don
High School

HIGH SCHOOL DIPLOMA
- Grade 12 GPA: 9.5

2021
RMIT University

FILM-MAKING TRAINING SESSIONS
- Participated in specialized sessions on screenplay creation, character development, and the diversity of film sound.
- Acquired valuable skills about crafting compelling narratives

CERTIFICATES

2022 - Present
IELTS

IELTS ENGLISH CERTIFICATE
6.5 Overall