TRAN THAM QUYEN

Personal Profile

Address: 430/50A, CMT8 Street, Ward 11, District 3

Nationality: Vietnamese Phone: (+84) 966 724 421

Email: guyen.tran2193@gmail.com

Education

2011 - 2015

ERC International

- Bachelor Degree of Business Administration provided by University of Greenwich in England with Upper Second Class Honour.
- Advanced Diploma Certificates in Business Administration.

Working Experience

March, 2016 - Present

Lazada Group - Lazada Vietnam

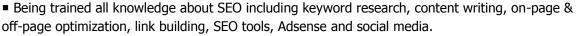
Position: SEO Co-operator

- Making plan for building Lazada's backlink system by using different methods, doing research to find new ways for gaining back-link and making analysis for back-link effectiveness.
- Writing SEO text with SEO standards, including keywords and internal link.
- Optimizing on-site by removing external links, redirect 404 pages and check the duplication.
- Using tools such as GA, Search Console, Ahrefs and others to check the health of website.

December, 2015 - March, 2016

Climax Interactive Group - Firstcom Digital

Position: Search Engine Optimization Trainee



- Managing website http://gocmevabe.com by doing SEO for it.
- Working on projects of Vietjet Air to increase brand awareness and orient customers' perception.
- Social Media: managing fanpage Góc Me Và Bé.

October, 2014 - March, 2015

Lazada Group - Lamido Vietnam

<u>Position:</u> Order Tracking Agent

- Contact customers for tracking order status.
- Analyzing product quality of SKUs based on the feedback of customers.
- Monitoring the backlog trend, tracking delivery status of sellers and reporting deactivation plans to deactivate ineffective sellers.

Language Skills

- Fluently using Vietnamese and English, being at intermediate level of Mandarin Chinese.
- Computer skills: Word, Excel.
- Analytical skills: Google Analytics and Search Console.

Other Information

- Being a self-learner who is good at team work, high sense of responsibility, highly focus on work including process, details and quality.
- Having ability to handle pressure, keep calm and in control.
- Professional communication styles including listening and respecting others.

References

Mr. Dang Bui Phi Hung

SEO Manager – Lazada Vietnam (contact will be provided per request).





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