



LÊ THỊ NGỌC LINH

Export Staff

With experience in office administration and document handling, I have developed strong organizational and communication skills. I am currently looking to transition into the field of international trade as an Export Staff. Proficient in office software, detail-oriented, and quick to learn, I am ready to contribute to the growth of the company.

Information



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Phu Dong Commune, Nhon Trach District, Dong Nai Province, Vietnam

Education

Ton Duc Thang University | 2017 - 2019

Major: Business Accounting

Graduated from college with a major in Business Accounting, the program typically focuses on practical accounting skills related enterprises, financial management, corporate financial reporting,

Skills

Proficient in Microsoft Office

Basic english

Communication & team work

Effective time management

Quick learning and adaptability

Certification

2019

College Diploma in Business Accounting

2019

Computer Skills Certificate

Interests

Singing, reading books, and learning new things

Work experience

Hwaseung Corporation | Apr 2020 - Jul 2025

Product Data Management - Adidas Brand Shoe

- Manage and maintain product data and documentation throughout the product lifecycle.
- Organize, update, and control product information such as technical drawings, specifications, bills of materials, and related documents.
- Collaborate with engineering, design, and production teams to ensure data accuracy and consistency.
- Support the implementation and use of PDM software tools and systems.
- Ensure compliance with company standards and procedures for product data management.
- Assist in training team members on PDM processes and software.
- Coordinate with suppliers and partners to exchange product data when necessary.

Activities

PDM | 2020 - 2025

Office Assistant

Manage and update product data, technical drawings, and bills of materials for Adidas shoe models. Collaborate with design, production, and quality control teams to ensure data accuracy. Support the use of PDM software and comply with company standards. Monitor data quality and coordinate with suppliers to exchange product information.

Project

Multix Shoe | 2020 - 2021

PDM Staff

Product development for the Multix shoe series

Switch FWD | 2022 - 2023

PDM Staff

Develop the Switch FWD shoe line.

Support FGT - Lab Test | 2024 - 2025

PDM Staff

Conduct final quality inspections for shoes before shipment. Check technical standards, durability, color, size, and specifications. Identify and report defects in production. Coordinate with production and technical teams to resolve quality issues. Record inspection results and maintain quality control documentation.