



# 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

0906935274

thingoclinh994@icloud.com

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.