






NGUYỄN MAI ANH

Intern in Business Administration

 0834221077

 maianhnguyen3422@gmail.com

 497/1 Ha Noi Highway, Thu Duc City,
Ho Chi Minh City, Viet Nam

EDUCATION

University of Finance – Marketing –
Ho Chi Minh City, Vietnam

Bachelor's Degree in Business Administration (in
progress)

Relevant Coursework:

- Principles of Management
- Sales Management
- Supply Chain Management
- Strategic Management

SKILLS

- Computer Skills: Microsoft Office Suite
(Word, Excel, PowerPoint); Internet
research
- Languages: Vietnamese (native), English
(intermediate/upper-intermediate)
- Soft Skills: Teamwork, Communication,
Time Management, Problem-Solving,
Adaptability.

CERTIFICATES

MOS (Microsoft Office Specialist)

About Me

Second-year Business Administration student at the University of Finance – Marketing, specializing in General Management. Motivated to gain hands-on experience through an internship and contribute to organizational success.

Available for part-time internship (up to 4 days/week), open to remote/online tasks.

WORK EXPERIENCE

Nov 2024 – Dec 2024

Real Estate Intern / Sales Assistant

- Assisted in promoting apartment projects, engaging with potential clients and supporting sales negotiations.
- Developed basic sales communication and negotiation skills through direct client interaction.
- Gained first-hand experience in customer service, teamwork, and meeting sales targets.

EXTRACURRICULAR ACTIVITIES

Volunteer – “Spring of Love” (Xuân Yêu Thương)

- Assisted in organizing charitable programs for underprivileged communities.
- Developed teamwork and event coordination skills.

Volunteer – “Green Summer Campaign” (Mùa Hè Xanh)

- Participated in community projects on environmental awareness and social development.
- Enhanced leadership and collaboration abilities.