

THAO VAN PHUNG

NATIONALITY

Vietnamese

CONTACT DETAILS

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CAREER PROFILE

Hi, my name is Van and I am someone who is always searching for new adventures. I chose to study abroad at the age of 16 in the hope that I would find new friends and new experiences that would broaden my mind, and I did. At the moment, I am pursuing a career in Business Analytics at the University of New South Wales. However, I am open to every opportunity within the Commerce field that can help me shaping my career path and improving my soft skills. I am eager to learn!

EDUCATION

University of New South Wales, Sydney 2021 - 2024

Bachelor of Commerce

- One of the 8 capstone university in Australia
- Top 1% university in the world

Kew High School, Melbourne 2018 - 2020

High School

- VCE
- Society: International student

Phan Dinh Phung High School, Hanoi 2017 - 2018

High School

Clubs and societies: Choreographer for competitions at Phan Dinh Phung High School, 2nd place of the school for the whole 2 years she spent in Phan Dinh Phung

ACHIEVEMENTS

- VCE ATAR results (2020): 89.80
- Bachelor of Design and Information Technology from Monash University (Study Grant 2021)
- Bachelor of Business and Information Technology from Monash University (Study Grant 2021)
- Bachelor of Architecture and Environment from University of Sydney (Scholarship 2021)

PROFESSIONAL MEMBERSHIPS

- The Fundamentals of Digital Marketing by Google Digital Garage
- Entrepreneurship: From Business Idea to Action by FutureLearn
- Business Analysis Foundations by LinkedIn Learning
- Virtual Experience Program Participant by GE (General Electric)
- Virtual Experience Program Participant by Development Beyond Learning (DBL)

WORK EXPERIENCE

WiFEC, France Secretary <ul style="list-style-type: none"> • A NGO that aims to coordinate a global effort to promote and support students by providing a good quality and free education through online and offline courses • Monitor the working progress of the Research and Development, External Relation teams closely with the Board of Directors • Remind the teams about deadlines and assist in ensuring the work is delivered on time • Search for alternative ways of running the organization 	05/2021 - Present
Mekong Research and Development Institution (part time), Hanoi, Vietnam Research Assistant <ul style="list-style-type: none"> • Translated, transcribed assigned documents • Handled data entry tasks • Learned more about economics through real-life examples and expanded economic knowledge that can be served for further study purposes 	02/2021 – Present
ASMLink (part-time), Vietnam Content writer <ul style="list-style-type: none"> • Mentored about SEO, Content Marketing • Handled deep research and wrote reviews, blogs about different products based on given keywords in English (SEO Marketing) • Performed writing skills and developed creative writing ideas based on documents provided 	02/2021 – 04/2021
VOLUNTEER EXPERIENCE	
Arc – UNSW Student Life, NSW, Australia Volunteer Army <ul style="list-style-type: none"> • The Cards with Care activity: writing messages for vulnerable individuals 	05/2021 - Present
Nguoc Organisation, Hanoi, Vietnam PR collaborator <ul style="list-style-type: none"> • Participated in seeding activities and off-line workshops • Assisted in organizing an offline event (Bootcamp 1 NguocxUSEmbassy) 	04/2021 – 04/2021
Capstone Vietnam, Hanoi, Vietnam PR collaborator, Interpreter <ul style="list-style-type: none"> • Participated in seeding activities and online training • Represented an American university to interpret and answer questions to potential students • Gained valuable soft skills such as collaborative skills and interpretation skills 	03/2021 – 04/2021
Healthy Mind (part time), Hanoi, Vietnam Social Media/Content Writer <ul style="list-style-type: none"> • Healthy Mind aims to promote the mental wellbeing of everyone through sharing stories and life tips. They also connect people to psychologists if necessary • Assisted in ideating contents for their online posts and events • Ideated and wrote captions for seeding posts • Analysed and searched for relevant facebook groups 	05/2021 – 07/2021

SKILLS

- Fluent English, Vietnamese
- Collaborative skills
- Problem-solving skills
- Leadership skills

REFEREES

- Facebook
- Instagram
- LinkedIn
- Tiktok
- Word
- Excel
- Choreography