

# BUI NHU BAO HUYEN TRAM

ADMIN/ASSISTANT

## WORK BACKGROUND

### HS Librarian Assistant

SAIGON SOUTH INTERNATIONAL SCHOOL | OCT 2017-PRESENT

- Perform the typical librarian tasks with organizing and inventory of the institution resources.
- Assist in preparation for university visits and special events.
- The joy of helping students with recommendations of reading materials for their needs whether it is related to research or just for the enjoyment of reading.
- Assist in technology in support of application usage, internet connection and printing needs.
- SAT Proctor.

### Receptionist Cum Admin

PHARMACITY | SEP 2016 - SEP 2017

- Welcoming visitors with an appropriate appearance as the face of the company.
- Organizing, handling coming emails, phone calls and appointments.
- Preparing seating plan and parking for employees.
- Preparing welcome packages for newcomers.
- Checking, ordering office's stationery.
- Supporting internal events.
- Performing any relevant office assignments if necessary.
- Translating by request.

### Personal Assistant

MD CREATIVE AGENCY | SEP 2015 - SEP 2016

-This Company has 3 kinds of product:

#### Saigon Flea Market :

- Being in charge of the hotline of Saigon Flea Market.
- Supporting my boss in any marketing plans to make our market intriguing and interesting.
- Identifying and solving quality issues.

#### MD Beauty Studio:

This is a Beauty salon, where we invited Korean artists from 1% Spring Time Hospital to come and do permanent make up. Here were my tasks:

- Advising and booking meetings for guests.
- On behalf of my superior to contact with Korean artists, ensure smooth business process.
- Translating incoming letters, documents, articles on requests.

#### Marketing Consultant:

- I had to follow up any tasks which were ordered. For example, supporting my boss in VietNam Designer Fashion week as a sponsor (Tubord Beer), Supporting Korean Artist for Beauty Work Shop at Proman. Etc.



## MISSION STATEMENT

To dedicate my great personality, charisma, positive energy to support the administrative professional office management skills. Meticulous planner and problem solver who will taken on any challenges thrown at her. Ability to work independently with very little guidance required, delivering high quality with every assigned tasks.

## QUALIFICATIONS SUMMARY

Accomplished variety of professions revolving around administrative profession servicing others, event coordination, and marketing.

Career dedicated to easing the tense lives of executives. Serve as the conductor of an orchestra of daily planning/execution, accurate records custodian, document preparation and author.

Proficient with:

Google (G Suite Apps)  
MS Office (Word, Excel, PowerPoint, etc)  
Canva, Follett Destiny (OPAC)  
Type 55 WPM.

## SOCIAL EXPERIENCES

Spring Voluntary Campaign 2013.  
HCMC Run 2013.

Model for Kilala Magazine No.4.

Model for Campaign Lam N0.1

Escape Pool Party 07/2014.

Saigon Flea Market.

Vietnam Designer Fashion Week.

Vietnam International Fashion Week.

Rock Paper Scissors Children's Fund.

SaiGon Chado Group.

# BUI NHU BAO HUYEN TRAM

ADMIN/ASSISTANT



## WORK BACKGROUND

### ALKT Teacher

AMA LANGUAGE CENTER/ 2014 - 2015

- Teaching English for kids with specialized syllabus.
- Making a plan for classes according to syllabus guidelines (based on active learning course).
- Organizing and participating in club activities.
- Planing and involving department and school events as required (AMA Summer Fantasy 2015)

## ACADEMIC BACKGROUND

**Hung Vuong University-Ho Chi Minh City/2010-2014**

ENGLISH DEPARTMENT

**University of Social Sciences an Humanities/2013**

TEACHING METHODS CERTIFICATE.

## INTERESTS

I am a kind of person, who always keeps balance between personal life and work. I have many hobbies but the biggest ones are fashion and traveling. Nothing is better than nice outfits on an interesting trip. Besides, I love art and everything related to Japan. That is the reason why I learn Japanese by heart and practiced tea ceremony. Last but not least, music and reading refresh my mind more than I can say.

## GET IN TOUCH

### Mobile:

0984924843

### Address:

963/19 Au Co St., Tan Phu District,HCMC.

### Email:

buinhubaohuyentram@gmail.com