

NGUYEN MINH THUY KHANH

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I'm a highly detailed - oriented, responsible and self - motivated employee.
I have highly eager - to - learn attitude and willing to take on challenges.

Experience

LAROSA Essential Oil Shop - Freelance Designer VNDráp Architecture Services Assistant Director (Freelance)

FEB - MAY 2017

- Recruited the new staffs and trained in the work systems.
- Assisted director to organize the work schedules, meetings, and analyzed the system.
- Sent emails marketing to customers and supported them in the price and service of the system.
- Responsible for the process of every project and reported every day, solve the problems and coordinator the staffs to keep the progress.

Blue Sky Kindergarten - Head Office Officer

DEC 2016 - FEB 2017

- Administrator for Website, Fan pages, Camera system.
- Responsible for the images, contents on the social media channels.
- Provided the customers with the questions about the schools, fees,..through the hotline phone and emails.
- Designed lesson plans and the products for marketing campaigns and events.

English Language AHA Co.,Ltd Assistant Director - HR

JAN - NOV 2016

- Indexed and scanned documents for Billing, Accounts Payable, HR, Cash Receipts.
- Responsible for running daily operations, assigned the task of the staffs.
- Designed schedules, analyzed complaints and customer satisfaction.
- Worked with local authorities on the administrative procedures, made sure that all paperwork processed effectively and efficiently.
- Provided customer information about products, took or entered orders, canceled accounts, or obtained details of complaints.
- Assisted director in making strategic planning and arranged the agency's meetings.
- Designed the advertising videos and website templates with my team.

OMEGA Co.,Ltd Officer

AUG - DEC 2015

- Answered the customer's questions through the phone or emails.
- Managed purchase of the company supplies and office equipment.
- Edited images and contents on www.tuocay.com
- Designed the catalog and packages for products.

Education

Information Technology Center of The University of Science - Website Design

MAR - SEP 2017

VietnamMarcom - Digital Marketing

FEB - JULY 2017

Information Technology Center IDC - Graphic Design

2015-2016

Nong Lam University - Faculty of Environment and Natural Resources

2011-2015

Skill

Languages:

- Vietnamese: Fluent.
- English (Listening - Speaking - Reading - Writing): Good.

Personal Skills:

- Excellent written and verbal communication.
- Strong organizational, time management and problems resolution.
- Proficiency in software and database systems, keen ability to recognize and correct discrepancies.
- Ability to work in a team and work under pressure.

Computer Skills



Microsoft Word



Microsoft Excel



Microsoft Powerpoint



Adobe Photoshop



Adobe Illustrator



Adobe InDesign



Adobe After Effect



Adobe Dreamweaver



HTML5



CSS