Basic Infomation

Full name: Dinh Thi Thuy Duong
Date of Birth: October 16th 2000
Phone: +84 989 120 944
Address: Xuan Phuong, Nam Tu Liem, Hanoi
Email: duong.dinh@aiesec.net
Facebook: https://www.facebook.com/dinh.thuy-duong.714/

Summary

+ 2+ years experience on Social Media community builder, managing Social Media community, Sales B2B and Customer Service in both volunteer projects and paid-employment
+ Enthusiastic in finding customers' insight and marketing research. Willing to learn more about Marketing, always striving for excellence and aiming for better self-development with personal growth.

Education

Hanoi University (2018 – 2022)

Junior
Japanese Language and Literature Department (Business Japanese)
GPA: 3.07

Language Level

+ Japanese: N2 (12/2019)
+ English: Fluent communication

Additional Skills

+ **Adobe Illustrator:** Knowing basic tools. Able to create simple design and posters. (Sample link: http://bit.ly/SaMpLe_DeSiGn)
+ **Adobe Photoshop:** Knowing basic tools.
+ **Clip Studio Paint:** Knowing basic tools. Able to use Wacom Tablet.

Certificate

AIESEC in Hanoi – Excellent Member of incoming Global Volunteer Department (Link: http://bit.ly/AIESEC_cert)
Advertising with Facebook – Coursera (Link: http://bit.ly/cert_ad_FB)

BASIC INFORMATION

Jamar.vn – Community Builder

(February 2020 – Now)
+ Manage Fanpage “Hội Những Người Học Dốt Tiếng Nhật” (40,656 likes/ 41,688 followers) and group “Ở đây không ai giỏi tiếng Nhật cả” (33,551 members). Both provide knowledge related to Japanese cultures for Vietnamese people who are studying Japanese.
+ Maintain post reach at 15,000 reach/ day, page view at 500 views/ day

AIESEC in Hanoi – Talent Management/ Internal Communication

(January 2020 – July 2020)
+ Manage AIESEC in Hanoi’s Facebook group for members, manage Facebook account for internal communication between members and alumni
+ Tracking internal member’s general performance based on specific metrics (engagement, attendance, the nember of tasks done)

AIESEC in Hanoi - Sales Executive/ Sales Middle Manager Global Volunteer Project

(August 2018 – January 2020)
+ B2B: Manage and maintain partnership with current customers, seeking potential customers for the products
+ Manage and tracking team member’s performance, increase team member’s Sales conversion rate from 10% to 20% in the Summer Peak

Japanese Department Student Council – Media and

(October 2018 – October 2019)
+ Manage Student Council’s Facebook Fanpage, plan out postplan for Facebook fanpage every event occurs.
+ Maintain the connection between Student Council and students in Japanese Department via Facebook posts and direct messages

PAST EXPERIENCE