



Tran Thi Thanh Thuy

+84 92864481

thanhho24.08@gmail.com

Hue, Vietnam

An enthusiastic, careful and responsible person desired to work in a professional and dynamic environment. Being able to work well under high pressure.
Willing to learn, think and solve the problems actively.

WORK EXPERIENCE

The fashion shop 1969 ● Part-time Sales Staff

MAY 2019 - JANUARY 2021

- Introduce and consult products directly to customers
- Introduce, consult products and answer customers' queries via social media channels such as Facebook, Instagram
- Assist to control goods in and out
- Make reports of sales every day

Achievements and skills gained:

- Observe, learn and meet customers' requirements well
- Improve communication skill

MSV Japan Co., Ltd (Phu Bai Industrial Park, Hue) ● Intern

JULY 2020 - AUGUST 2020

Position: Technical department

- Translate Purchase Order and customers' emails
- Learn about the manufacturing process and the process of shipping goods to Japan
- Learn about machinery, garment materials, specialized vocabulary

Achievements and skills gained:

- Being assessed positively by the Factory Director as an active and extremely adaptable intern
- Observe, learn and meet customers' requirements well
- Improve Japanese communication skill
- Improve Japanese translation skill

Communication Department, FFAV (Football for All in Vietnam) Project, Hue ● Volunteer

OCTOBER 2017 - AUGUST 2018

Position: Communication board

- Travel to the project fields and write articles
- Volunteer in supporting for daily works and events
- Support for other tasks in Communication Department

EDUCATION

Hue University of Foreign Languages

9/2017 - 7/2021

- BA in Japanese (majoring in Japanese language and culture)
- JLPT Certificate- Level N3
- English Language Certificate- Level B1

SKILLS

Language: - Proficient in 4 skills of listening, speaking, reading and writing in Japanese
- Basic English communication

Computer: - Proficient in MS Office Word, Excel, Power point, use of internet, email & office equipment

Soft skills: - Team work skill, presentation skill, time management skill, selling skills
- Solution oriented, critical thinking
- Being active in work, willing to learn, think and solve the problems actively

INTERESTS

- Travelling
- Reading