



Nguyen Ngoc Phuong Thao

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EDUCATION

Sep 2018 + **NATIONAL ECONOMICS UNIVERSITY, VIETNAM**
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Present | **Bachelor of Finance**
Major in Advanced Finance of Advanced Educational Programs

WORK EXPERIENCE

Nov 2016 + **FACEBOOK BUSINESS PAGE**
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Present | **Administrator**
- Update news and information via Facebook page.
- Work with economic partners that need media support.
- Design profitable projects in collaboration with team members.

Aug 2019 + **HELLO HEALTH GROUP**
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Apr 2020 | **Content Translator**
- Convey news or article about Healthcare & Medical equipment in the same words from English to Vietnamese with knowledge about the healthcare industry.
- Localise the marketing content that comes with the article (marketplace descriptions, packaging text, etc.)

Jan 2019 + **KOREAN CULTURE CENTER**
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May 2019 | **Sales Staff**
- Contact manufacturers to produce self-designed products and sell them to Foreigners and Vietnamese at the event.
- Advertise products on media publications such as banners, posters, leaflets...
- Make reports of sales every day.

OBJECTIVE

A motivated, enthusiastic and personable student pursuing a BA in Finance at National Economics University. Eager to attain an internship in order to utilise and strengthen my knowledge and experience about financial markets and business entities.

SKILLS

- Excellent Microsoft Office skills
- Strong interpersonal skills
- Time-management skills
- Great problem-solving skills
- Detail-oriented
- Research-oriented
- Ability to work in a team
- Self-motivated

EXTRACURRICULAR ACTIVITIES

Oct 2020 + **VOLUNTEER FOR EDUCATION ORGANIZATION**
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Oct 2020 | **Member of Project team**
- Contribute to the Responsible Travel for Community Development Project with the aim of creating economic opportunities for ethnic minorities whose region has economic potentials.

CERTIFICATIONS

- 2020** IC3 Digital Literacy Certification issued by Certiport.
2018 IELTS Certificate with band 6.5 issued by the British Council.
2017 TOEFL ITP Certificate with score 537 issued by ETS.