

WORK EXPERIENCE❖ *August 2022 – Now***Assistant | KJ Orient, LLC.**

- Provide comprehensive information, assistance, recorded documents, and support services
- Communicate between employees and supervisors
- Deliver a weekly performance report to the team
- Participate in data documents and planned and executed long-term scheduling

❖ *March 2011 – Jan 2014***Project Secretary | Que Mi Co, Ltd.**

- Contacted the local authorities and project partners
- Prepared for outgoing letters and correspondence
- Received incoming phone calls and outgoing and incoming letters
- Supported in logistics for the preparation of workshops, conferences, traveling, and other relevant tasks: booking air flight tickets, booking rooms
- Archived documents and photos: hard and soft copies
- Managed daily administration work for the project

❖ *August 2008 – March 2011***Director Assistant and Marketing Executive | eBrand Co, Ltd.**

- Managed company's documentary
- Arranged and reminded the director of the meeting schedule
- Be in charge of the Human Resources position to support the recruitment process
- Brainstormed and created Marketing plans
- Managed content in the marketing process
- Contacted clients and solved problems
- Prepared and submitted timely Marketing reports

PERSONAL SKILLS

- Adaptable, excelling in various work environments
- Strong organization, multitasking, and time management skills
- Problem solver with an effective solution implemented
- Quick learner of new techniques and information
- Experience in using the Microsoft Office suite and Google applications

EDUCATION AND TRAINING**San Jose State University***August 2024 – Now*

Business Administration – Management Information Systems

Evergreen Valley College*January 2022 – May 2024*

Associate in science - Business Administration

Vietnam Advertising Research and Training Institute (ARTI Vietnam)*2009*

Certification of Public Relations Specialist