CURRICULUM VITAE

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# Professional Experience

**HKDA VIET NAM**

Copywriter | *October 2014 – April 2015*

“During 6 months with HKDA, I have received a lot of help in this small family to complete myself as well as my skills. With thousands of customers and hundred projects all over the world in lots of industry areas, my ability to catch up with work and understanding customers has improved. In this work, I have fulfilled my Marketing skills by writing and researching diverse kinds of channels and tools, such as Email Marketing, brochures, newsletters, flyers, blog content, articles….. Besides, I could understand more about the operation process of production and launch products and services in the market.”

Here are some of my responsibilities:

* Writing product descriptions, brochure content, blog content (tutorials, product launching, articles for promotion and advertising activities), newsletters and email marketing for the site [*www.Brivium.com*](http://www.Brivium.com)
* Translating content of hkda.vn into English
* Seeding forum, answer emails and finding potential customers for Brivium
* Creating and producing the site content, forum content at [*www.themailtalk.com*](http://www.themailtalk.com)
* Doing other things due to the arrangements of Supervisors and Director
* Bringing more than 20% of a number of new customers via Marketing activities and writing articles and reaching 1/3 profits for the company.

**INTER-EXPATFINDER COMPANY**

Administrative Assistance & Copywriter of Local Asia Project | *October 2012 – June 2013*

“Working alone in Vietnam was challenging with anybody, especially myself. And in some ways, working with Expat was the amazing opportunity for me to experience the remote working job and challenge my personality of diligence and hard-working. A team in Singapore would send me the tasks and ask me to send them back report for every single week for what I had done for that week. The French company also contacted me sometimes to deliver the task assignments and checklist for me.”

My main tasks I had done in the project so far:

* Providing a final read-through work on Vietnamese content written by Expat team.
* Delivering in-depth customized articles in Vietnamese about insurance, finance, and banking
* Build up and bring the website [*www.moneyshop.vn*](http://www.moneyshop.vn) alive
* Checking up and collecting information about Vietnam’s banks, insurance companies, financial corporations…

**KENH14.VN**

Writer - Channel for Teens | 2012 (Part-time Job)

“Writing is a task which requires a lot of complicated skills including the stimulation of your emotion and also the logic thinking about problem-solving. I learned that from this job as a writer. In the short time, I experienced this job, I have frequently forced myself and my brain to work and come up with new ideas.”

Here you will look at something I had done before:

* Main writer for Corner of heart: Sunny Hearts and Teen Stories.
* 10 articles published online, 30k views per month, more than 9000 likes on Facebook each article.

**ADVANCED INDUSTRY & EDUCATION EQUIPMENT COMPANY**

Translator | 2012 (Temporary Job)

“This job was remarkable. By doing this, I realized that the technology has really changed everything people did. By simulating an object and printing it as the same exact size in color by plastic materials or others, the dream of instructing a large building in a day come true.”

* Translating technical documents and user's manuals from English into Vietnamese.
* Interpreter for MTA Hanoi exhibition from 28 to 30 March 2012 - Introducing about the 3D printer
* Planning and implementing product visibility scheme and customer reviews during exhibition time. Handling a traffic of 500 visitors during 2 days of exhibition, 20 customers quoted, bringing in 2 contracts worth 3 billion VND

# Education & Training

Bachelor of Financial Analysis and Investment (B.A.), 2010 - 2014 | **Hanoi Foreign Trade University**

Training & Internship Completed:

* Intern at the Investment Analysis Department of VNDIRECT Securities JSC in the summer of 2014
* Intern at Japan Security Incorporated in the summer of 2013

**Graduated from Hanoi University of Education, High School for Gifted Students** (High School), 2007 – 2010

* Studying at Physics Class (Class of Physics Gifted students)
* Received scholarships for top 10 students during Term 1st Grade 10, Term 2nd Grade 11 and Grade 12.

# Honors & Awards

**VNDIRECT SCHOLARSHIP**: Overcoming more than 300 candidates throughout 3 rounds of selection to be awarded the flagship scholarship by VNDIRECT Securities JSC and Hanoi Foreign Trade University for top 10 local talent students.

**CERTIFICATE OF THE LEADERSHIP CHALLENGE:** The Leadership Challenge is the program co-created by CSDS Vietnam (Center for Sustainable Development Studies Vietnam) and EyeOpenerWorks from The Netherlands

**CERTIFICATE OF PARTICIPANT FOR EXPERIENCING RACE:** In this program, our team had awarded the 3rd place over 5 teams at the final jam. The program was organized by DEL HANU (the Development Efficient Leadership Club of Hanoi University).

# Others

* **PERSONEL QUALITY:** I have a sense of responsibility, carefulness in all the works done, which are my greatest strengths; I have empathy ability for Marketing problems and the capable of dealing and overcoming top challenges.
* **FAVORITE:** I am really interesting in reading books, especially the comic books; I love to going out with my friends and family in the free time; My passion for the whole life is writing, you can easily find out and check it in my blog mthuylinh92.wordpress.com and my English blog at lauriamai.wordpress.com (This will be done).

# Curriculum Activities

**INTELLECTUAL PROPERTY CLUB (IPC)** - Foreign Trade University - Head of Communication

* Managing a wide range of communication channels from Facebook Fan page (3500 likes); Website (5000 views per month).
* Creating promotion materials such as an official brochure, sponsorship opportunities documents…and presenting to major stakeholders.
* Organizing Gameshow IP Challenge 2013 with more than 1500 candidates after 10 days working; Inviting more than 100 Journalists and Communicational company on Press Conference of 16 March 2013;
* Successfully organize the workshop on Intellectual Property Rights and Business Brand Development Strategies with more than 300 participants by a budget of 5 million VND

**CSP ALUMNI** – HR Officer

* Manage member, invite new members, care for them if members have personal works like marriages, have a baby…;
* Event organization: Come Back Day in HNUE (Hanoi University of Education High School for Gifted students) with more than 1000 people taking part in from 30/41 variety of generations studied.

# Short-time Activities

* **Volunteer For Education** – Certificate of Volunteer for Mai Chau – Hoa Binh project – Teaching for Lac’s students.
* **350 VIETNAM -** Volunteer of **ADOPT A TREE PROJECT** - Teaching for Cat Linh primary school's student about climate change and how to protect environment - *Certificate of Excellent Volunteer*
* **BE CHANGE AGENTS -** Volunteer of **City Sound Programs** - Propaganda against noise pollution - *Certificate of Excellent Volunteer*
* **YUM Classica and Hanoi National University -** Volunteer of Sing for Dream Contest: Music Charity

# Skills

* **Communication Skills**: Solid communication skill, both spoken and written.
* **Computer Skills:** Advanced skill and 5 years’ experience with Microsoft Excel, Word & Powerpoint. Excellent performance with Excel, Fluent at research through Internet and Google.
* **Language Skills**: English B2 (IELTS 6.5), German C1 (TESTDAF 4-4-4-3)

*I inform that all information provided above is the truth. If it is wrong, I take all the responsibility!*

Mönchengladbach, 28th January 2017

(Signed)

MAI Thuy Linh