**Curriculumn Vittae**

* **PERSONAL INFORMATION  
  Full name: NGUYEN THI MY NGOC**Date of birth: October 10, 1983  
  Address: ...  
  Hand phone: …  
  Email: ...
* **CAREER OBJECTIVE:**  
  A position of professional marketer, work in an active environment with precious opportunities for career advancement.
* **WORK EXPERIENCE:**
* F**eb 2007 – present: Assistant Sales & Marketing Director, ABC Company**  
  - Create marketing plans for promoting new product launches.  
  - Implement promotion programs to push sales volume.  
  - Recruit PGs for promotion programs.  
  - Manage and follow up with distributors.  
  - Consolidate sales volume info from Sales Supervisor and Area Sales Manager.  
  - Prepare weekly & monthly sales reports to Sales Manager.
* **Mar 2006 – Jan 2007, HR Officer, Thanh Ha Co. Ltd.**  
  - Arranged company events: meeting, seminar, training, staff function every month, Family Day and other activities for the company.  
  - Made plan, propose entertaining programs for the Company’s staff.  
  - Assisted in marketing and PR work.  
  - Provided general secretarial & administrative support.
* **Aug 2005 – Feb 2006: Administrative Officer, Honda Vietnam**  
  - Received all incoming calls, welcoming guests.  
  - Provided secretarial support to all departments.  
  - Cooperated with Sales & Marketing department for implementing promotion products launch.
* **SKILLS**  
  - Communication, negotiation, presentation skills  
  - Ability to work under pressure and meet tight deadlines  
  - Have a high sense of responsibility  
  - Be willing to work at weekends due to urgent tasks  
  - Spoken and written English fluency  
  - Spoken French  
  - Computer literacy: Microsoft Office (Words, Excel, and PowerPoint)
* **EDUCATION**  
  - 2001 – 2005: Bachelor of Commerce, major in International Marketing and Ex-Import, Ha Noi University of Commerce.  
  - June 2005: Certificate of English, Level C, Hanoi Pedagogy University.  
  - June 2005: Certificate of Microsoft Office, Level B, Hanoi Pedagogy University.  
  - August 2006: Certificate of Work Planning & Time Management, Thanh Ha Co.  
  - 2002 – 2005: student of Interpretation & Translation Department, Hanoi Foreign Language University.
* **HOBBIES:**  
  - Traveling, cooking, listening to music  
  - Socializing with people