



DO PHUONG ANH

CONTACT

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📍 56 Co Nhue, Bac Tu Liem,
Ha Noi

EDUCATION

2020 - now

**NATIONAL ECONOMICS
UNIVERSITY**

- Bachelor of Business Administration
in Entrepreneurship Management
- GPA: 3.45/4.0

SKILLS

- Communicating and building
relationships with customers
- Creative skills
- Critical thinking skills
- Planning and organizing
- Collaborating and working
effectively with colleagues
- Ability to handle situations flexibly

CERTIFICATE

- Microsoft Office Specialist (Word,
Excel)
- International English Language
System (IELTS) - 6.5

PROFILE

As a fresh graduate from the University of Economics with a passion for business, I aspire to learn and develop further in these fields to bring substantial value to the company, as well as to myself in the future. I am committed to continuous learning, accumulating knowledge, and enhancing my capabilities in all areas, and I am ready to challenge myself in new domains.

WORK EXPERIENCE

VIETGLOBAL HAIR

12.2023 - 05.2024

Sales intern

- Provide consultative selling and persuasively pitch products to customers
- Manage an Alibaba e-commerce store
- Build marketing channels and create product branding on social media platforms (Instagram, Facebook, TikTok)
- Conduct product livestreams to showcase and promote items

YUMPIE STARTUP PROJECT

07.2023 - 12.2023

Operations and Human Resource
Management

- Project Management and Planning
- Quality Control and Assurance
- Team Management and Task Allocation

CLEVER LEARN

05.2022 - 11.2022

Teaching Assistant

- Prepare lesson plans and materials prior to class
- Communicate and report to parents on the learning progress of students

WE ESCAPE

10.2020 - 11.2021

Part-time Employee

- Introduce the gaming center, answer customer inquiries via Facebook, Instagram, and the website.
- Manage and report daily sales revenue.
- Receive and respond to customer complaints.