



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.