

Nguyen Thi Ngoc Anh



I am a passionate, highly enthusiastic co-worker. Have strong desire for knowledge and challenges. A fast learner who picks up new skills quickly. Self-educated, self-motivated and versatile person.

CONTACT



B201 482A No Trang Long St., Binh Thanh Dist, HCMC



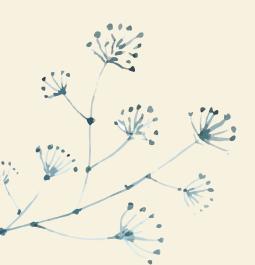
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vn.linkedin.com/in/naurchin





EDUCATION

2010 - 2015

Bachelor of Economics (Finance and credit)

Obtained with Distinction Full schoolarship for BA degree

Tambov State Technical University, Russia Federation

Institute of Economics and Quality of life

Gratitude from President for active participation in public life of university.

Certificate of TSTU Faculty of International education (Russian language certificate).

Bachelor's thesis on the subject: "Electronic money: specifics, management, prospects for development"

Finance Analyst Intern

Promsvyazbank - Tambov, Russia

2009 - 2010 **Business Administration**

Hanoi University

Faculty of Management and Tourism



SKILLS

Professional skills

Works management
Time management
Market research
Customer relation
Marketing content
Coordinate design
Social Media
(Facebook fanpage,

Analytical Skill

(Facebook fanpage, Instagram for business, Linked in, ...) Develop landing

page

Personal abilities

Teamwork
Self-management
Interpersonal
Critical thinking
Self-educated
Presentation
Fast learner

Communication skills

Honesty Work ethics Flexibility Fast learner

Determination and

Persistence

Software Adobe Photoshop

Adobe Indesign
Adobe Illustrator
Adobe After Effect
Quark Express

MS Office

Word Excel PowerPoint Access Outlook



LANGUAGES

English

Influence

Russian

Advanced

Vietnamese

Mother tongue



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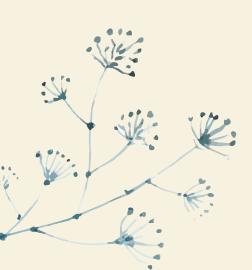
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CAREER HISTORY

12/2017 - present Marketing Executive/ Graphics Designer -Long An International Port Management & **Operation JSC.**

- 1) Design/ adjust advertisements, brochure, graphics, images for product illustrations, and printing materials (flyers, backdrop, roll-up, standee,...)
- 2) Together with the Sales team, plan and develop graphics for internet, media, placement of advertising as directed, printed materials and other sales & promotional tools.
- 3) Together with the Administrators and HR team, plan and develop graphics for events, teambulding, party.
- 4) Manage companie's fanpage as scheduling posts, contents.
- 5) Coordinate with Marketing Manager in company's campaigns and events.

5/2018 - present

Freelacer - Graphics Designer - Project: Lixil **Company Profile**

- 1) Coordinate with Marketing Manager in graphics and layout design for Company Profile Presentation
- 2) Design Company Profile Printing Version
- 3) Design others printing materials (flyers, standee,...)

12/2017 - 3/2017 Freelacer - Graphics Designer - Project: The Dien Nam Village (Real Estate)

Design key visual, advertisements, brochure, graphics, images for project, printing materials (flyers, backdrop, roll-up, standee,...), developing landing page for project.

6/2016 - 12/2017 Layout Editor/ Account Executive - Laudert **GmbH&Co.KG** (Vietnam)

- 1) Design/ adjust advertisements, brochure, graphics, images for product illustrations, logos websites and printing materials for clients.
- 2) Demonstrate a high level of proficiency in Photoshop and Indesign, including retouching, extracting and color correction for products.
- 3) Together with the Clients, plan and develop graphics for internet, media, placement of advertising as directed, printed materials and other sales & promotional tools.
- 4) Retouch a high volume of digital images of fashion (clothes, people, shoes, jewelry ect.) different brand standards at a superior quality.
- 5) Manage multiple projects from concept through completion.
- 6) Think creatively to produce new ideas and concepts and develop interactive design.



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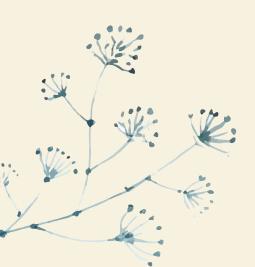
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- 7) Completes projects by coordinating with clients and printers, etc.
- 8) Successful in identifying trend, culture, color and consumer trend knowledge.
- 9) Communicate and maintain good relationship with clients and colleagues overseas.
- 10) Protects company's value by keeping information confidential.
- 11) Name and maintain digital asset file/structure organization.

Attended Training Course about Working Process in Laudert Stuttgart, Germany

From 6/2016-7/2016

11/2015 - 5/2016 Sales executive - Hung Van Trading & Services Co., Ltd (Ho Chi Minh city, Vietnam)

- 1) Building clients database from over 500 companies in agrochemical and coating industry
- 2) Organising business schedule for partnetship from Poland, Germany and Malaysia.
- 3) Created marketing materials for company's products: email - marketing, making brochures, flyers, standees, posters, billboards,...
- 4) Telesales: calling and receiving calls from clients, gathering their requierments and consulting the best option for them; making a good relationship with clients.



EXTRACURRICULAR ACTIVITIES

August 18th-22nd, 2011

Volunteer- The 8th World Congress of WFUCA (Hanoi, Vietnam)

Team Belarus & Greece, support the organizers during the 8th World Congress of WFUCA held in Hanoi, Vietnam, August 18-22, 2011

June - July, 2008

Volunteer- The campaign Summer Youth Volunteer "Natural Green Color" - HUS -VNU (Hanoi, Vietnam)

To help students and their parents about transportation and accomodation during National University Entrance Exam and Specialized school entrance exam