



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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EDUCATION

2010 - 2015

Bachelor of Economics (Finance and credit)

Obtained with Distinction

Full scholarship 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

Analytical Skill
Works management
Time management
Market research
Customer relation
Marketing content
Coordinate design
Social Media
(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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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, teambuilding, party.
- 4) Manage company'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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- 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 partnership 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 requirements 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