



NGUYEN THI PHUONG TRINH

-Short-term goal: To become an outstanding employee at the company and improve customer service skills.

-Long-term goal: To contribute to and enhance the quality of service at the company, with opportunities for advancement to higher positions, such as administrative assistant or related roles.

PERSONAL INFORMATION

 phuongtrinhpro5@gmail.com

 0328165831

 Thuan Hoa Ward, Hue City

EDUCATION

PHU XUAN UNIVERSITY

ENGLISH MAJOR

2022 - 2025

Classification: Excellent

SKILLS

PROFICIENT IN WORD AND EXCEL.

COMMUNICATION SKILLS.

GOOD TIME MANAGEMENT SKILLS.

WORK EXPERIENCE

1/2023 - 8/2024 **ADMISSIONS COUNSELOR**

HUE ICP FOREIGN LANGUAGE CENTER

8/2024 - 2/2025 **RECEPTIONIST**

INTERNSHIP AT LAGUNA LANG CO HOTEL

CERTIFICATES

IELTS 6.5 Certificate

Basic IT Certificate

HSK 3 Certificate

PARTICIPATED PROJECTS

7/2024 -

Participated in the Digi:DOI project, a collaboration between the University of Liverpool and universities in Vietnam.

Role: Directly compiling and presenting content.

Presenting about the application of IT in teaching and learning.

HOBBIES

Enjoy communicating to expand relationships.

ACTIVITIES

Position: Member of the English Club

Participation Duration: September 2022 - June 2023

Activity Description:

Participated in weekly meetings, practicing English communication with over 20 members.

Organized presentations about the cultures of English-speaking countries.

Engaged in drama activities to improve language skills in real-life situations.

Assisted and guided new members in enhancing their English skills.