

# Hà Nguyễn Kiều My

☎ 0915120702 ✉ [hanguyenkieumy127@gmail.com](mailto:hanguyenkieumy127@gmail.com) 🏠 Tan Phu District, Ho Chi Minh City

## EDUCATION

**University of Economics Ho Chi Minh City**

2020 - 2024

Major in Business Administration

GP A: 8.5/10

**Le Quy Don Gifted High School**

2017 - 2020

GP A: 8.7/10

## WORK EXPERIENCE

**BlockchainWork Joint Stock Company**

July 2023 - October 2023

Digital Marketing Intern

- Create content for 100+ posts on Social Media (Facebook, LinkedIn, Youtube) and Website.
- Manage community groups on Facebook, including approving members/posts and promoting interaction.
- Compose weekly Email Marketing to send to partners and customers.
- Research competitors' activities and customer feedback to synthesize and determine directions for the next marketing campaign.
- Analyze data obtained from performance of marketing activities to make weekly report.

**McIEL TS English Center**

November 2022 - July 2023

Tiktok Content Creator

- Plan timeline and general theme for 80+ videos on Tiktok platform.
- Research, draft scripts, and update application trends for each specific video.
- Coordinate with the team to implement communication campaigns on the Tiktok platform.
- Lead the team in video recording, editing, and post-production.

**The Pizza Company**

July 2022 - January 2023

Call Center

- Best staff Q4/2023.
- Consulting dishes, promotions for foreign customers to increase sales.
- Receive and handle foreign customers' inquiries and complaints.

## ACTIVITIES

**Đội văn nghệ Xung Kích**

December 2020 - July 2023

Member, Communication Department

- Increase fanpage interaction to 22K Followers, 20K Likes.
- Manage fanpages under Đội văn nghệ Xung Kích: Đội văn nghệ Xung Kích UEH, Nhà trẻ Xung Kích.
- Coordinate with the team to execute communication campaigns.
- Graphic design for team events.

## CERTIFICATIONS

**Digital Performance Marketing**

2024

**Toeic 755**

2023

**IC3**

2023

**Ielts 6.0**

2019

## SKILLS

**Microsoft Office**

Word, Excel, PowerPoint,...

**Design & Edit Video**

Photoshop, Canva, Capcut, Premiere

**Communication & Networking**

**Project Management**

**Time Management**