



Vo Thi Ai My

Final-year student

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Gender: Female
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OBJECTIVE

- Diligent undergraduates experienced and knowledgeable in marketing strategies, business models, and financial management.

EDUCATION

10/2020 - 10/2024
International university
Business Administration

- Major: Business Administration
- Degree classification: Good
- GPA: 3.07/4.0

9/2023 - 2/2024
ESB Business School Germany
Business Administration

- Exchange Student

WORK EXPERIENCE

5/2022 - 12/2022
Yola
English Assistant

- Provide instructions on how to get ready for an assistantship, including how to get in touch with the school, lesson planning suggestions, and relocating suggestions.
- Support the operation of foreign initiatives and activities while introducing modern UK culture to the class.

2/2024 - 6/2024
Anh Quan Co., LTD
Human Resources

- Recruiting personnel for the company through online channels or traditional methods like newspaper ads.
- Recording attendance for employees and calculating wages, including overtime and breaks.
- Assisting with managing and organizing files, sorting and cataloging documents, and ensuring orderly storage.

2020 - Present
Ecommerce
Freelance Business

- Doing business and trading on e-commerce sites (Shopee, Lazada)

01/2021 - Present
Kim Khanh Thanh Co., LTD
Marketing Staff

- Advise and answer customers' questions about products
 - Update prices and support sales in stores and online
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ACTIVITIES

2022 - 2022

AIESEC

Volunteer

- Involved in full campaigns, including external communication, talent acquisition, screening & shortlisting CVs, initial interviews, offer & onboarding.
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LANGUAGES

English

Intermediate- IELTS 5.5

Vietnamese

Mother language

SKILLS

Technical skills

Google Workspace, Outlook, and SEO

Soft skills

Critical thinking, teamwork, problem-solving, leadership, and negotiation

INTERESTS

Reading, travel, music