

TRAN THI KIEU PHUONG

ptran2@mail.niagara.edu

EDUCATION

NIAGARA UNIVERSITY

Lewiston, NY - USA

Bachelor of Science in Hotel and Restaurant Management, 2019 (expected)

Concentration: Luxury Hospitality Operations

FOREIGN TRADE UNIVERSITY

Ho Chi Minh City - VIETNAM

Bachelor of Art in International Business Economics,

Graduation date: Feb 2017

GPA: 3.28/4

WORKING EXPERIENCE

U.S. CONSULATE GENERAL

(04/2016 – 10/2016)

Public service for supporting students who want to study abroad

Public Affairs Section Intern - Ho Chi Minh City

- Operated library, maintained and updated client's daily database;
- Developed programs, events and promoted American Center's activities;
- Communicated and arranged appointments between clients and advisors.

ZALORA VIETNAM

(06/2016 – 09/2016)

A fashion company with over 5 subsidiaries in many countries

Campaign Onsite Management Intern

- Collected fashion trends and designated contents for website weekly;
- Created new online campaigns, gathered and matched items for each fashion campaigns;
- Coordinated with Sales Department and wrote marketing reports.

ACTIVITIES

- Member of Club Managers Association of America, Niagara University (2017 – present)
- President of Young Economists Club in Foreign Trade University, Vietnam (2016)
- Voluntary member of AIESEC Project in Thailand (Jun, 2017)
- Chief organizer - "BRAND - U Competition" in Foreign Trade University (2016)

SKILLS

- Microsoft Office: Word, Excel, PowerPoint
- Languages: Chinese (Elementary), Vietnamese (Native)
- Leadership: Good
- Communication: Good
- Teamwork: Good

References available upon request