

Chau Nguyen

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- Highly motivated student eagerly looking for a internship position in a creative working environment in customer services.
- Experienced employee in customer services working under a professional environment of multitask and high pressure.
- Cooperative person with the great experience of building strong relationships with people in many team projects.

EDUCATION

COLORADO STATE UNIVERSITY

BA ECONOMICS

MINOR: BUSINESS

Expected May 2016 | Fort Collins, CO

Cum. GPA: 3.97

Good standing | Dean's List

FOREIGN TRADE UNIVERSITY

BA INTERNATIONAL ECONOMICS AND BUSINESS

Expected June 2016 | Hanoi, Vietnam

Cum. GPA: 3.72

RELEVANT COURSEWORK

DIGITAL MARKETING

INTERNATIONAL BUSINESS

INTERNATIONAL MARKETING

INTERNATIONAL RELATIONS

SKILLS

COMPUTER SKILLS

Microsoft Office:

Word • Excel • Power Point • Outlook

Familiar:

Microsoft Windows • Android •

LANGUAGE SKILLS

VIETNAMESE

ENGLISH

WORK EXPERIENCE

EMBASSY OF DENMARK IN VIETNAM | TRAINEE

July 2013 – July 2015 | Hanoi, Vietnam

- Systematized database of over 5000 visa applicants each year, managed the filing system of 30 different types of documents and made 10 statistics reports every quarter.
- Developed and maintained strong relationships with customers with both verbal and nonverbal communication skills through emails, diplomatic letters, phone calls, direct meetings etc.
- Created an organized, efficient and welcoming environment for the customers by prompt response, quick appointment schedule and warm welcome.

FOREIGN TRADE UNIVERSITY | RESEARCH ASSISTANT

November 2012 – February 2013 | Hanoi, Vietnam

- Coordinated effectively with professor in collecting and systematizing data from 200 students for the research of student behavior.
- Organized successfully group activities for students 10 times for teamwork behavior tests.

SOCIAL ACTIVITIES

VOLUNTEER FOR PEACE IN VIETNAM | VOLUNTEER

2014 | Hanoi, Vietnam

- Performed actively as one of the outstanding members in the organizing team of the annual biggest volunteer event of the city: Global Volunteer Day.
- Lead the delegation of 5 French volunteers, guided in building solid relationships among members and successfully hosted the most visited cultural booth in the event.

VIOLAS PROM | ORGANIZER

2013 | Hanoi, Vietnam

- Planned and hosted the prom event of the university department along with 15 students for the attendance of 300 people.
- Sold the highest number of tickets among all members.
- Raised \$3000 in sponsor from 5 organizations for the event.

TEN PLUS ORIENTATION PROGRAM | ORIENTATION GROUP LEADER

2010-2013 | Hanoi, Vietnam

- Lead the group of 7 team members and 20 new students to bond relationships among students in the orientation program.
- Programmed and hosted outdoor group activities for a team of 20 students.

VIETNAM NATIONAL HOSPITAL OF PEDIATRICS | VOLUNTEER

2010-2013 | Hanoi, Vietnam

- Assisted with doctors at the hospital in treatment program for 20 children with autism.
- Conducted a program of activities that helps children with autism to socialize.