

Nguyen Tuan Minh

Applying for the position of Space & Event Coordination Intern



CONTACT



Ntminh626@gmail.com



+84 326407480



Tay Ho, Ha Noi

PROFILE

I am currently a first-year student majoring in Business & Marketing at the National Economics University, with a strong interest in art and creative spaces. I am detail-oriented, responsible, and willing to engage in hands-on tasks. I am able to communicate in both Vietnamese and English, proactive in learning, and eager to gain practical experience in a professional working environment.

SKILLS

Soft skills

- Strong teamwork and collaboration skills
- Good personal task and time management skills
- High adaptability and ability to work under pressure
- Detail-oriented and responsible

Hard skills

- Ability to communicate in English (IELTS 6.5)
- Proficient in using PowerPoint and Canva to design presentation slides
- Ability to use a camera and perform basic editing
- Ability to use office tools

EDUCATION

- Studying Business & Marketing at the National Economics University
- Nguyen Sieu Secondary & High School

Certifications

- Google Ads Search Certification
- IELTS 6.5

EXPERIENCE

Marketing's Generation Club - NEU (2025)

- Position: Communications, R&D, and Sales Collaborator
- Developed communication plans for projects
- Conducted research and development of new game products
- Participated in product distribution and sales activities

Nguyen Sieu Model United Nations Club (2024)

- Position: Logistics Team Member
- Supported preparation for the NSMUN conference
- Coordinated and welcomed delegates participating in the event

Curat - Nguyen Sieu's Charity Club (2024)

- Position: Technical Advisor
- Supported the training of club members
- Sought sponsors and organizations in need of support

The EVERGREENS Club (2022 - 2025)

- Position: Co-founder and Logistics Advisor
- Promoted the club's positive initiatives within the school and the wider community
- Recruited members with a strong sense of environmental responsibility
- Organized monthly "waste-for-gifts" exchange events
- Sustained and maintained the club's operations to date