TRUONG KHANH DAN

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LANGUAGES

- + English
- + French (Basic)
- + Vietnamese

SKILLS

- +Expert in Indesign, Illustrator, Photoshop, and Excell
- +Excellent in Microsoft offices and data entry
- +Social Media, online platforms
- +Customer service
- +Market research
- +Analytical skills
- +Graphic design

EDUCATION

2019 - present

2017-2019

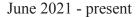
- + LaSalle College Fashion Marketing
- +Highschool Diploma Kells Academy

RELEVANT COLLEGE COURSE WORKS

Principle of advertising and marketing

- Create marketing plan
- Develop marketing research proposal
- -Public presentation
- -Marketing strategies
- SEO/SEM

EXPERIENCES



Digital Marketer

Veneto Import ltd

- -Update the website
- -Shooting products
- -Manage SEO, social media
- -update products catalogs

May 2021 - June 2021

Multi-tasking Merchandiser

Veneto import ltd

- -Monitor the inventory
- -Handling buyers
- -Arranging and maintaining product displays, pricing products

Dec 2017 - Nov 2019

Waitress

Fondue Kim Long

- -Provider attentive services
- -Communicate effectively with customers and other employees
- -keep the tables and dining area clean, ensuring that customers had a pleasant, hygienic dining experiences.

VOLUNTEER EXPERIENCES

2017-2018

Social media coordinator

- -Managing social media school fanpage (Facebook: Trường THCS v THPT Đinh Thiện Lý LSTS
- -Work in team and develop campaign to improve student's engagement through social media
- -Design logo, banners
- Create weekly contents

June 2017 - August 2017

Volunteer helper for the fundraiser of Vietnam

- -Selling clothes
- -Door to door sales
- -Assist donate process