

# 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

+ LaSalle College - Fashion Marketing

2017- 2019

+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

June 2021 - present

### **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

*References available upon request!*