





THAO NGUYEN

Freelance Writer / [Portfolio](#)

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Job Objective

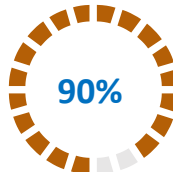
To write and to challenge myself in composing great articles which encapsulate intimate moments, combining internal and external experiences.

Education

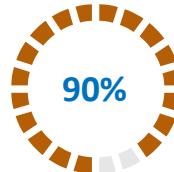
Foreign Trade University HCMC
Bachelor of External Economics

Experience

Skills



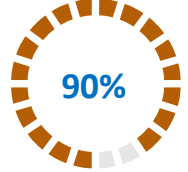
Communication Skill



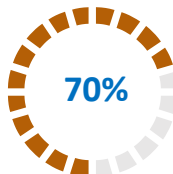
Journalist Skills



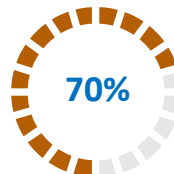
English Fluency
(Writing + Speaking)



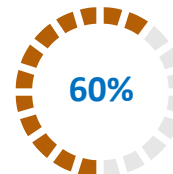
Editing



Teamwork



Project Management




Production Skill



Sales - Marketing

 **TGM Corp**
Training Team
Professional Coach
2015 – 2017

- Coaching for adults and teenagers
- Training for team members

 **SYNOVA SOLUTIONS**
HR Department
Employee Relation Executive
Dec 2017 – June 2018

- Organizing internal events
- An interpreter between BOD and employees.

 **NESTLÉ VIETNAM**
HR Department
C&B Officer
June 2018 – July 2019

- Organize events: Xmas party, Year end party, Team-building
- In charge of contents for internal campaigns
- Issue internal memos, benefit letters and promotion letters
- C&B and payroll for 3rd party employees

 **LUXUO MEDIA**
Reporter
Nov 2019 – Mar 2020

- Transcreate articles on luxury subjects
- Research for complete and accurate information
- Develop ideas and execute interviews with experts and managing boards of luxury brands

Editor
Mar 2020 – Dec 2021

- Create and write topic articles for website daily and for printed magazines monthly
- Observe the local and global news to conduct articles on the business of luxury and business of fashion
- Write contents for brands (product campaigns, events) as well as PRs and brochures
- Editing articles online and prints

Senior Editor aka Deputy Managing Editor
Jan – Sep 2022

- Help Managing Editor manage the team
- Edit and publish articles for websites, work with collaborators for featured columns
- Allocate resources for internal projects including events, campaigns, prints release each month
- Proof-check the prints monthly
- Represent company with external projects