



HIEN DANG

DIRECTOR

The General Director with 4+ years of experience in managing, organizing, planning and supervising the company's operation. I have a great interest in marketing strategy in order to seek for new and efficient approach to promote the brand and solve problems by utilizing my skills, knowledge and experience and further enhance my career towards organizational objective.

SKILLS

Operation Management	<div style="width: 80%;"></div>
Business Development	<div style="width: 75%;"></div>
Team Facilitation	<div style="width: 85%;"></div>
Marketing and Advertising	<div style="width: 70%;"></div>
Communication	<div style="width: 80%;"></div>
Time Management	<div style="width: 80%;"></div>
Problem Solving	<div style="width: 80%;"></div>
Microsoft Office Skills	<div style="width: 85%;"></div>
Photoshop	<div style="width: 75%;"></div>

LANGUAGES

Vietnamese	<div style="width: 100%;"></div>
English	<div style="width: 50%;"></div>

HOBBIES



CONTACT INFORMATION

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EDUCATION AND CERTIFICATE

Duy Tan University - Danang

Bachelor of Management Information System
Year School: 2010 - 2014 | GPA 3.51/4.0

Center for Continuing Education No.1 - Danang

Professional Certificate for Overseas Education Consultant
Year School: 2018 | Classification: Good

WORK EXPERIENCES

[08/2016 - Now]

Founder and General Director | IEF Service Center

- Manage and supervise the company's operations
- Counsel prospective students and their families regarding study opportunities
- Support students to complete their application
- Guide the visa interview
- Manage the marketing activities on Facebook, Website and other social networks

[09/2018 - Now]

Director of Operations | Ocean View Real Estate

- Manage the operational activities and set the strategic goals
- Plan and monitor the running of business to ensure smooth progress
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Review financial information and adjust operational budgets to promote profitability
- Manage agreements with external partners

[02/2016 - 09/2018]

Executive Officer | International Edu Foundation

- Represent for International Edu Foundation in Vietnam
- Assist Overseas Education Consultancy Agencies about the information and application process
- Enroll the overseas students to USA Schools

[11/2014 - 02/2016]

Gallery Sales Assistant | Banya Tree Hotels & Resorts

- Conduct selling present merchandises and provide necessary product information to customers
- Monitor stock movement and ensure stock control procedures carried out effectively
- Attend to guests, perform selling and execute up selling strategies in order to achieve sales budget in respective outlet in charge

REFERENCES

 **Tim Boswell**
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