



# Le Anh Thu

## Admissions Officer

### PROFILE

I am an eager to learn person, who always strives towards best results. My love for the entertainment industry means I can keep up with new trends and developments with ease. I enjoy reading newspapers regularly to keep myself informed about current events. Furthermore, I have a talent for translating, editing subtitles, basic photo designing, making posts on social media, and managing online shop. I work hard every day to improve myself and my skills.

### WORK EXPERIENCE

#### Global Study Partners | Admissions Officer October 2023 – November 2023

- Reviewed documents from channel partners and submitted them to partner institutions
- Assisted channel partners with their student's applications
- Kept track of students' application status and followed up with stakeholders
- Ensured that all documents and information of students were uploaded correctly

#### Fashion Forward Clothing Shop | Store Staff December 2022 – Present

- Provided customer services online and offline
- Managed the store's Facebook page and Shopee online shop
- Reorganized the store display and stock arrangements on a daily basis
- Made deliveries and ensured products are shipped correctly

#### TK Charity Organization | International Research Intern July 2022 – August 2022

- Conducted research on international philanthropy organizations and network
- Completed four policy proposals for the charity organization
- Translated documents from English to Vietnamese and vice versa

#### Topjob Vietnam | HR Intern June 2022

- Wrote job posts on social media from descriptions given by channel partners
- Designed photos for job posts on social media
- Reviewed and uploaded CVs collected onto the company's system

### CERTIFICATIONS

**TOEIC Score**  
975 / 990

**Coursera / Meta**  
Introduction to  
Social Media  
Marketing

**INCO Academy**  
Green Skills  
Certificate

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- ✉ anhhulee710@gmail.com
- ☎ 0772779318
- 📍 [My Website](#)

### EDUCATION

- **Sai Gon University**  
*Bachelor of International Studies*  
GPA: 3.34 / 4

### SKILLS

- Microsoft Office
- Canva
- Wix Website Builder
- Aegisub
- E-Commerce System

### VOLUNTEER WORK

#### ToMo - Learn Something New | Translation Volunteer

Apr 2021 - June 2021

- Gathered writings, articles in varied topics
- Translated articles chosen by the organization's leader
- Posted the finished work onto YBOX.VN website