

Nguyen Hoang Khanh Ly

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· Mobile phone no. 0903931921

Personal Statement

A motivated, flexible and responsible Media graduate seeking a suitable position which will utilise the personal skills developed through past work experiences in customer service fields.

Education and Qualifications

University of Sussex [Sept 2013 – July 2016]

- Media and Communication (Hons) (Third class)
- Key modules:
 - Digital Environment
 - TV: Fictions and Entertainments
 - Social Media and Critical Practice

International Student Centre – University of Sussex [Sept 2012 – May 2013]

- Foundation year (Credit)

Arena Multimedia [Sept 2009 – May 2012]

- Diploma in multimedia (Credit)

Employment History

Part-time shop assistant and customer service [Oct 2013 – Nov 2016]

- Daisy's Nail Company / the Gel Bottle Inc.
Duties:
 - In charge of greeting clients, solving their enquiries, and also managing the shop when needed.
 - Handled multi-line phone system/ emails, scheduled appointments, and checked stock of equipment/ products

Personal Skills

- Experience with Microsoft Office – including Word, PowerPoint and Outlook.
- Familiar with multiple types of communication methods (email, phone and social media).
- Good written and verbal communication skills
- Ability to work independently or part of a team
- Highly organised and flexibility at work

Selective Interests

- Enjoy meeting people, reading thriller novels/ movies.

References

Ms. Dace Kalnina

Daisy's Nail Company/ the Gel Bottle Inc., Brighton, UK

Founder and director

(+44)7725 328797

contact@daisynailcompany.co.uk