



Lê Mạnh Quân

Branch Sale Manager

CONTACT INFORMATION

 Oct 22, 1993

 Male

 0981-10-13-19

 chrisle2210@gmail.com

 125/8 Bui Dinh Tuy, Ward 24, Binh Thanh District

OBJECTIVE

An articulate and quick thinking young person who has a natural flare for being able to communicate and build relationships with potential clients. I am creative, innovative and willing to contribute ideas and professional opinion to any project. I am more than able to aid senior marketing executives with their promotional efforts, advertising campaigns and public relations initiatives. I am presently looking for a suitable position with an exciting & ambitious company

SKILLS

Office

Logical thinking and creative

Public Speaking

English Communication

Teaching and Training

EDUCATION

August 2012 - July 2015

Lincoln University

Major: Business Administration

Concentration in International Business

WORK EXPERIENCES

August 2012 - July 2015

Lincoln University

Student Service Assistant

Main responsibilities:-Support the marketing and services department at Lincoln University with events.

- Creating flyers and word stuffs for events at school
- Assisting with the copy writing of marketing materials
- Interacting with their diverse student and providing them with all useful information related to housing and student health care insurance-Maintain the student and marketing database of students's contact and events

Achievement:

- +Managing the students' datas for renting and applying insurance in California.
- +Putting forward the ideas to renovating the student lounge.

August 2015 - November 2015

Hoa Sen Group

Management Trainee

- Coordinating with branch manager in Cao Lanh province to expand the market in the area and compete with other competitors.
- Liaising with the customers to retain the order monthly
- Marketing the new products for new customer with the competitive deduction
- Managing the inventory monthly to place the order from the warehouse in Ho Chi Minh city.
- Reporting the revenue and loss to board of the manager at head office monthly.

Achievements and skills gained:

- Be assessed positively by the manager: active, extremely adaptable...
- Observe, learn and catch customers' taste well.
- Expanding the market share in the area in the new segmentation of water pipe.

INTERESTS

Traveling

Music

January 2016 - February 2017

American Institute - VATC

Academic Coordinator-Public School Program and Young Learner Program

REFERENCES

Nguyen Tan Loc

Academic Manager for Young Learner program

Email: locnguyen@vatc.edu.vn

Mobile: 0985961154

Reena Joseph

Student Services Coordinator

Email: rjoseph@lincolnucsf.edu

Mobile: 510-628-8034

Truong Hoang Nam

Human Resources Department

Email: truong.nam@hoasengroup.vn

Mobile: 0908.974.109

-Conducting weekly observations as assigned and reporting to the Public School Manager with clear assessment/evaluation reports (following teaching observation form).

-Delivering a wide range of immediate effective and direct intervention and support to the teachers being observed

-Collaborating with the Academic Department in development of observation schedule and teacher development plan based upon established priorities that maximize service to teachers

-Managing the course outlines of the public school sector, including kindergartens, primary schools, secondary schools, and high schools

-Observing and evaluating teachers following the allocation of the Academic Managers

-Coordinating with the Academic Associate at Centers in providing the Teacher Assistant at public schools

-Performing other duties related to teacher satisfaction and quality control benchmarks as assigned

-Managing 2 Academic Associates for checking their working performance and effectiveness of the tasks given.

-Managing 24 public schools which are incorporating with VATC in term of teachers' performance, problem solving regarding of teacher's tardiness and absence, feedback form the principal and vice principal.

-Building the demonstration appraisal process for recruiting foreign teachers

-Collecting and analyzing the data from observation form which will be conducted monthly and turn it in to Academic Director.

- Delegating the daily tasks and checking daily report from Academic Associates

Achievement:

- +Increasing the trust from the public schools in order to maintain the contract for the next year.
- +Getting promoted from the position of Academic Associate to Academic Coordinator after the completion of the probation period.
- + Training new foreign teachers the teaching skills through focused workshops to be suited for public school program.

CERTIFICATIONS

TESOL Certificate

2015

Diploma in Business Administration

2015

REFERENCES

Available on request