

VO VAN QUOC KHANH

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Education

RMIT UNIVERSITY

Bachelor of Business, International Business

GPA: 2.57

Ho Chi Minh City, VN

Graduation Year: 2022

Experience

Vietnam Silicon Valley

Executive Assistant (International Affairs)

Assistant Manager

Ho Chi Minh City, VN

January 2020 – April 2020

June 2018 – February 2019

- Strategic planning and research conduct for incoming projects.
- Organize and schedule meetings, keeping up on meet ups and contacts.
- Organizing, translations (casual and in text) on existing documents and relevant papers.
- Coordinates travel arrangements.
- Assists manager with the documentation related to overseas Visa, ticketing, hotel, airport transfers, foreign exchange, ground transportation.
- Arrange documents, presentations on various projects (VSV Impact fund, VSV capital).
- Personal tasks assistance.
- Handles incoming emails and tracking personal & professional communications on behalf of the manager.
- **Related Projects:** VSV Impact Fund, VSV Venture Capital, VSV Korea-Vietnam startup incubator program.

RMIT University

Web assistant

Ho Chi Minh City, VN

July 2019 – May 2020

- Migrate texts and media elements from Drupal Platform to Adobe Experience Manager
- Organize and sorting elements for storage purpose
- Report to Manager should any problem emerge, report issues encountered during transition of platform

Leadership & Activities

Elspace – A co-learning solution

Program discipline

Ho Chi Minh City, VN

March 2020 – Present

- Conducting researches on education background in Vietnam.
- Develop business models & solutions for virtual learning.
- Organize sample batches for market evaluation.
- Conducting reports and plans for courses models and testing activities.

Marketing coordinator

- Planning marketing strategies for upcoming announcements.
- Posting content on social outlet (Facebook).
- Managing messages and emails from and to public.
- Managing design materials and content strategy for Social Media Outlet (Facebook)

RMIT Golden Flames Competition Club

Marketing Department – Project Manager/ Advisor/ Specialist

Ho Chi Minh City, VN

May 2019 – Present

- Strategy planning for upcoming announcements.
- Posting & managing media content on social outlets (Facebook, Instagram, LinkedIn).
- Managing messages and emails from and to public.
- Managing design materials and content strategy.
- Connecting and conducting partnership initiatives.

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BSSC – Business Startup Support Center

Global Network Team

Ho Chi Minh City, VN

March 2020 – May 2020

- Conducting researches on foreign potential partners.
- Preparing documents (Partnership proposal & Brochure) for networking emails.
- Managing partnership progress and network connections.
- Translate texts (social media posts) on Startup Wheel's 2020 Facebook fanpage.
- Researches on articles for production materials of the FB fanpage (Startup Wheel 2020).

Student Council – RMIT Vietnam

Ho Chi Minh City, VN

Academic Officer – Elected position

June 2019 – Sep 2019

- In charge of concerning or receiving students' complaints, ideas about academic subjects.
- Planning and Executing proposals; organize activities, events, and campaigns necessary to enhance the academic life of students at RMIT Vietnam.
- Representing the Student Council, as well as Student Body, in all Committees and faculty personnel whose are related to learning, teaching, and academic support at RMIT Vietnam, including the Teaching and Learning Committee.
- Endeavoring to safeguard and improve the academic standards at RMIT Vietnam and to ensure a favorable academic environment for our students.
- Reporting to the Student Council weekly/monthly/semly on academic issues at RMIT Vietnam.
- Responsible to meet with faculty departments as deemed necessary by the Academic Officers or by the President to address students' concerns and complaints.

Diplomatic Assistant – Academic office

September 2018 – June 2019

Work on assigned project – L'Amour music concert – diplomatic team.

- Research on potential sponsors.
- Organize and schedule meetings, keeping up on meet ups and contacts.
- Arrange documents, sponsor brochure.
- Sponsor structure planning.
- Accommodate arrangements before, after signing contract and on-event support.
- **Achievement:** over 7,000 USD in cash & in-kind sponsor – Unilever's cash sponsorship (2,500 USD)

Skills & Interests

Skills/ Capabilities: MS Office, copy writing, communications.

Characteristics: Self-motivated, organized, detail oriented.

Language: Vietnamese – Native or Bilingual

English – IELTS 7.0 (Certified 2018)

Interests: Books, competitions, photography, graphic design, architecture, travelling.