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Reston, VA, 20191

“  
I offer more than 10 years of  
expertise and visible leadership  
with a strong background in  
graphic design, web development  
and marketing strategy.  
”



## REFERENCE

### Ms. Micki Francis

Director of Creative Services

Virtual Inc

mfrancis@virtualinc.com

+1.703.234.4060

### Ms. Nguyen Thanh Thuy

Marketing Manager

Kusto Investment Management

thuy0182@gmail.com



## EDUCATION

2006 - 2009

**Bachelor of Design for Multimedia**

RMIT International University



**Achievements**

**Student Leadership Recognition Certificate**

(12/2007)

Involved in the 10 students who received the Student Leadership Recognition Certificate in 2007 – Qualified for outstanding leadership contributions to clubs and community activities

2011 - 2013

**Master in Marketing & Advertising**

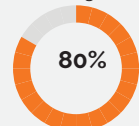
Solvay Business School



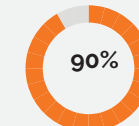
## SKILLS

Graphic  
Design

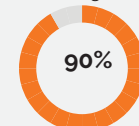
Brand Identity  
Design



Marketing  
Collateral Design

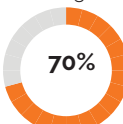


Event Collateral  
Design

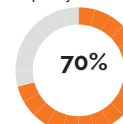


Web  
Design

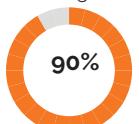
Web Layout  
Design



HTML/CSS  
Jquery Coding

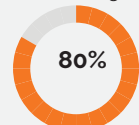


Online Digital  
Design

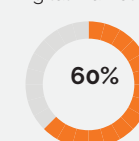


Marketing  
& Branding

Above the line  
Marketing



Digital Marketing

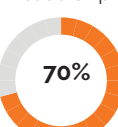


Supplier  
Management

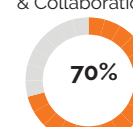


Soft Skills

Leadership



Teamwork  
& Collaboration



Adaptability  
& Problem Solving





# WORK EXPERIENCE

11/2017 - Now

## GRAPHIC DESIGNER - CREATIVE SERVICES

### Virtual, Inc (Drohan Management Group)

Assist Vice President - Creative Services to:

- Layout and design of publications and marketing and promotional and administration collateral for clients: Presentations, Flyer, Brochure, Annual Report, Journal, Quarterly Magazine, etc.
- Prepare materials for conventional and digital printing: Preliminary Program Book, Prospectus, Forms of Membership & Registration, Tradeshow Displays, etc.
- Create digital images/files for Website, Social Medias and Applications
- Maintaining / updating websites content periodically for each client

11/2015 - 04/2017

## SENIOR GRAPHIC DESIGNER

### Think Outside Limited Company

Assist Sales & Marketing Director to:

- Design Marketing Collateral such as: Presentations, EDM, Flyer, Guidelines, Carton Box, Brochure, Backdrop, etc.
- Preparing and processing Photoshoot session of Think Outside Product in the studio.
- Planning and Organizing digital graphic projects to support Sales & Marketing Department
- Design new Web Layout for the Company website and update website content periodically.

06/2011 - 09/2014

## MARKETING ASSOCIATE - LEAD GRAPHIC DESIGNER

### VinaCapital Real Estates

Assist Sales & Marketing Director to:

- Graphic layout design Marketing and Event Collateral such as: Brochure, Portfolio, Invitation, Flyer, Bakdrop, etc.
- Planning and Organizing digital graphic projects to support Sales & Marketing Department
- Responsible for management and maintenance of 12 project websites
- Coordinate with the Design / Web Agencies and other Suppliers to produce the collaterals

08/2012 - 10/2013

## ASSISTANT MARKETING MANAGER

### Kusto Investment Management - Diamond Island Real Estate Property

Assist Sales & Marketing Director to:

- Planning the Marketing Activities to support and advertise the brand of Diamond Island
- Coordinate with advertising agencies for the production of all Brand Items including: Brand Identity Kits (ie. Brochure, Namecard, Newsletter, etc.), Marketing Collaterals for Events (ie. Backdrop, standee, etc. ), Websites (Updating website content, SEO planning), Ipad Applications (Updating the online social network for luxury community: LivingNext)
- Planning, supporting and leading Marketing activities and Co-branding events

07/2008 - 05/2011

## WEB & GRAPHIC DESIGNER

### April Digital Company & DI Central Corporation

- Proficient in Web layout design using Photoshop
- Design Graphic Packages (Identity Package) using Illustrator, Photoshop, IndesignDesign flash items (banner, navigation, etc.) using Flash
- Develop static websites/web interface using HTML/CSS/JavaScript
- Support marketing team in creating marketing materials (flash banner, ads, etc.) for the campaign