



LÔ THỊ XUÂN QUỲNH

ENGLISH LINGUISTICS STUDENT |
COMMUNICATION & LANGUAGE SUPPORT

CONTACT

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- 📍 Tu Liem, Hanoi

SKILLS

- Time Management
- Critical Thinking
- Communication & explanation skills
- Basic lesson assistance
- Teamwork & responsibility

LANGUAGES

- English
- Chinese (Basic)



PROFILE

An English Linguistics major with the ability to use English effectively in communication and practical work settings. Experienced in consulting, customer service, and supporting internal activities, which has helped develop strong listening skills, information delivery, and teamwork. Seeking a suitable position to apply language and communication skills while gaining practical experience in a professional environment.



EDUCATION

Thuongmai University

Major: English Linguistics (Business English Specialization)



WORK EXPERIENCE

3S Vietnam Trading and Service Co.,Ltd

1/2023 - 1/2024

A company specializing in garment manufacturing, printing services, and photography.

Position: Sales Executive

- Conducting market analysis and research
- Developing plans and training new employees
- Consulting on products regarding pricing, design, models, and styles
- Closing sales and providing customer care
- Collaborating with another team or department in assigned projects.



ACTIVITIES

Volunteer Student Team – Nghe Tinh

10/2022 - PRESENT

Fellow Students Association, Hanoi

University of Commerce

Member of Logistics & Finance Department

- Planning logistics and Finance for some events
- Participating in charity event organized by the team
- Assisting in organizing internal events and activities

NMC Music Club - Faculty of English, Thuongmai University

8/2023 - PRESENT

HR Department Member

- Planning and organizing recruitment of new members
- Planning and coordinating internal activities
- Collaborating with other clubs to organize music shows
- Arranging members' participation in faculty/university events