

Mia Nguyen

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CAREER OBJECTIVE

Recent Business graduate with a major in Marketing, looking for a first full-time role in a marketing or coordination team. Combines academic knowledge with practical experience from an internship and several years of casual retail work. Organised, collaborative and eager to learn from an experienced team.

KEY SKILLS

- Marketing fundamentals
- Written and verbal communication
- Social media and content basics
- Microsoft Office and Google Workspace
- Time management and meeting deadlines
- Teamwork and collaboration
- Customer service
- Attention to detail

EDUCATION

Bachelor of Business (Marketing)

2025

University example, Melbourne, VIC

Completed. Coursework included consumer behaviour, digital marketing and market research. Final-year group project on a local retail campaign.

WORK EXPERIENCE

Marketing Intern

Nov 2024 – Feb 2025

XXXX Marketing Agency, Melbourne, VIC

- Supported the team with scheduling and drafting social media content for client accounts
- Helped prepare campaign reports by gathering and tidying performance data
- Took notes in client meetings and followed up on action items

Retail Assistant (Casual)

Mar 2022 – Present

XXXX Retail Store, Carlton, VIC

- Provided friendly service and handled sales at the register during busy trading periods
- Trained two new casual staff on store procedures
- Managed stock displays and kept the floor presentable

LICENCES & CERTIFICATIONS

- Driver's licence (full)
- Responsible Service of Alcohol (RSA)

VOLUNTEER EXPERIENCE

- Student mentor, university orientation program (2024) — welcomed and guided new students

LANGUAGES

- English (fluent)
- Vietnamese (conversational)

REFEREES

Referees available on request.