

# MINH TRUONG NGOC

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## SUMMARY

Bachelor graduate – concentration in International Organization & Management. An international student with an open mindset to explore a multicultural working environment in Belgium. Energetic worker, quick learner, and result-oriented problem solver. Eager to learn and constantly opt for new challenges. Quick adaptability, flexibility, and multitasking with good time management.

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## EXPERIENCE

### Mc Donald's /Student job, 12-2018 - Present

Gent, Belgium

- Flexibly work in multiple occupations (cashiers, waitress, kitchen assistants) to ensure flawless service quality and maintain optimal workflow during peak periods (i.e 10 consecutive days of Gentse Feesten, New Year eve, Christmas, etc.)
- Efficiently communicate with customers and colleagues in multiple languages with fluency
- Provide agile responses & solutions to customers' feedbacks and confidently assist managers with ad-hoc requests

### Anders restaurant/Student job, 07/2021 - 10/2021

Gent, Belgium

- Communicated daily with boss and chefs regarding menu, supplies and customer feedbacks
  - Assist restaurant managers in day-to-day operation & coordinate catering services for multiple events (university receptions, etc.)
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## EDUCATION

### Artevelde University of Applied Sciences, 09/2019 – 06/2023

Gent, Belgium

Bachelor of International Office Management

Relevant Coursework: Economics, Marketing, Researching

### Catholic University of Korea, 09/2022 – 12/2022

Bucheon, Korea


Program: exchange student in Business Administration


### Nguyen Khuyen specialized high school, 07/2014 to 07/2017

Ho Chi Minh city, Vietnam

Specialized subjects: Maths, Physics and English

## CONTACT

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## SKILLS

- Reports and documentations
  - English language and literature
  - External call handling and internal communication
  - Teamwork and cooperation
  - Behaviour standards
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## LANGUAGES

Vietnamese: Native

English: C1  
  
Advanced

Chinese (Mandarin): B1  
  
Intermediate

Dutch: B2  
  
Upper Intermediate