

# Khuu Nguyen Bao Ngoc

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## EDUCATION

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**Bachelor of Professional Communication**  
**RMIT Vietnam University**

Oct 2013 - present

## RELEVANT PROJECT

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**Organizing Drama Club's Raise the Curtains 3 event**

Dec 2015

- Worked as one of the 4 executives who were in charge of organizing, planning, promoting and managing the event that attracted around 250 lecturers, staffs and students from RMIT Vietnam University.
- Written and finished event's proposals and sent to RMIT Vietnam University for approval and sponsorships.
- Prepared carefully and finished paperwork for booking property from inside and outside the university.
- Organized and attended both internal meetings between club executives; and external meetings with different parties.
- Worked as HR assistant and in charge of seeking for contacts with sponsors, volunteers, members and supporters.
- Allocated budget and made payment for different types of expenses (marketing, social media uses, property, sponsorship, etc.)
- Led successfully the property and backstage team of 12 people on 3 days of the event. Allocated tasks for members and trained them how to run event smoothly.

## EXTRACURRICULAR ACTIVITIES

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**Vice President, RMIT Vietnam Drama Club**

Feb 2015 – Feb 2016

- Supervised club activities (drama workshop, co-operated events, and meetings between club's departments).
- Liaised between the club members and other organization to accomplish different events (inside and outside the university).
- In charge of keeping club's budget and made payments.
- Contributed to content of club's fanpage which holds 1,100 followers.

**Public Speaker, Student Ambassador, RMIT Vietnam University**

Nov 2014 - Oct 2015

- Led successfully more than 10 Highschool Tours organized by RMIT Vietnam Student Recruitment Department which attracted more than 200 teachers, students/each.
- Interacted with parents and students from more than 3 highschools from Ho Chi Minh City on *Creative Experience Day* organized by RMIT Vietnam Student Recruitment Department.

## SKILLS

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- English communication skill
- Event management
- Research skill
- Problem solving
- Time management
- Team working
- MC Office