Le Nhat Minh

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Education

VINUNIVERSITY Gia Lam, Ha Noi
Multimedia Communication, BA 2025 - 2029
GPA: 3.73/4.0

BAC GIANG HIGH SCHOOL FOR THE GIFTED Bac Giang, Bac Ninh
Major: English 2022 - 2025
GPA: 9.3/10
IELTS: 8.0
SAT: 1530

Experience

Smart Green Transformation Center (GREEN-X) Gia Lam, Ha Noi
Research Assistant 4/2026 - Now

- Conducted comprehensive literature reviews to synthesize key findings from academic papers.
- Assisted in the conceptualization and development of ongoing research projects.
- Organized and maintained research databases, citation libraries, and reference materials.
- Drafted research summaries and prepared documentation for team meetings and discussions.

VinUniversity Admission Department Gia Lam, Ha Noi
Student Ambassador 10/2025 - Now

- Execute mock interviews and mentoring sessions for VinUni-wannabe students
- Participate in promotion activities at high schools and university fairs.

MUA XANH - CLASS OF 2025 APPRECIATION EVENT Bac Giang, Bac Ninh
Head of Organization Board 1/2025 - 6/2025

- Directed a **20**-member team to execute a series of events for **500**+ attendees, streamlining collaboration across all 12th-grade classes.
- Managed end-to-end operations, including conceptual planning, logistics, and acting as the primary liaison between school administration and student clubs.
- Administered collective funds, maintaining rigorous bookkeeping and transparency for all financial transactions.
- Oversaw media strategies that drove significant digital engagement, resulting in **200**+ template shares across social media platforms.

CHUYEN BAC GIANG OLYMPIA CLUB Bac Giang, Bac Ninh
President 5/2024 - 4/2025

- Directed operations for a student organization of **~80** active members, maintaining high engagement levels.
- Developed and executed comprehensive annual activity plans, significantly boosting club visibility and participation.
- Led the recruitment and onboarding of **30+** new members annually while implementing training programs to enhance leadership skills.
- Collaborated with school administration to secure necessary approvals and foster long-term institutional partnerships.
- Secured **5,000,000 VND** in funding through strategic sponsorship outreach to support key events.

MEGAMINDS - MIND ARENA 5 Bac Giang, Bac Ninh
Head of Organization Board 9/2024 - 2/2025

- Planned and executed event agenda, ensuring smooth program flow and logistics.

- Represented the organizing committee in liaising with the university and reviewing exam materials.
- Secured **~25,000,000 VND** in sponsorships to successfully fund the main event.
- Coordinated contestant support, media production, and technical rehearsals to deliver error-free execution.

CHUYEN BAC GIANG ENGLISH CLUB Bac Giang, Bac Ninh
President 9/2023 - 9/2024

- Managed the main club with **~50** members and supervised 4 smaller language clubs (~30 members each), fostering active participation across **170+** students.
- Designed monthly activity plans and communication timelines, boosting event engagement and visibility.
- Secured sponsorships for uniforms and professional photography (which cost roughly **~5,000,000 VND**), enhancing the club's branding and member experience.
- Recruited and trained members in leadership and MC/public speaking skills, building a sustainable talent pipeline.

SPOON - CUISINE CLUB Bac Giang, Bac Ninh
Head of Media Board 8/2023 - 8/2024

- Managed a team of **8** members to ensure the effective execution of communication initiatives.
- Developed timelines and promotional plans for club activities, including member recruitment, sales campaigns, and social media engagement.
- Collaborated with other departments to design and implement comprehensive activity plans for the club.
- Led member recruitment and conducted training in content writing, video production/editing, and basic digital tools.

A COLORED STORY SEASON 6 Bac Giang, Bac Ninh
Head of Organization Board 2/2024 - 5/2024

- Designed event agendas and managed logistics, operations, and facilities to ensure smooth execution.
- Coordinated with student groups, school administration, and judges to establish competition criteria, evaluate entries, and oversee scoring and awards.
- Secured **~5,000,000 VND** in sponsorship to fund prizes and cover competition expenses.

MESMERIZING MAZE: INTERNATIONAL CULTURE FESTIVAL Bac Giang, Bac Ninh
Head of Organization Board 12/2023 - 4/2024

- Developed the event concept, timeline, and venue layout, ensuring professional execution.
- Managed logistics and cultural performances, delivering a seamless experience for attendees.
- Coordinated with university administration, faculty, and clubs to approve and organize cultural exhibition booths.
- Secured **~30,000,000 VND** in sponsorships to fund and elevate the main event.

AM - CLASS'S CHARITY PROJECT Bac Giang, Bac Ninh
Project Leader, Head of Media Board 10/2023 - 2/2024

- Managed a team of **~30** members to organize a rice ball fundraising campaign for pediatric patients, raising **~15,000,000 VND** in profit plus additional donations.
- Coordinated with hospital representatives and developed the program timeline for interactive activities with child patients.
- Led product ideation and managed campaign launch across both online and offline communication channels.
- Oversaw logistics and quality control, ensuring consistent products and sufficient supplies throughout the campaign.

Skills & Interests

Tools: CapCut, Canva, Google Apps.
Language: Proficient English, Basic German, Basic Chinese.
Skills: Strong communication and leadership, Content writing & storytelling, Visual communication & basic design sense, Qualitative research support.
Interests: Social Media Management, Content Creation for Social Impact, Public Relations.