

TRAN HUYEN TRANG (TRUDY)

Executive Assistant | Personal Assistant to CEO

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PROFESSIONAL SUMMARY

Executive Assistant to the CEO at TTC Coffee, serving as the CEO's link to departments, partners and vendors: following up tasks to deadline, preparing reports, flagging urgent issues and arranging travel.

Organized, discreet and independent under pressure; top-ranked FTU graduate with near-native English (IELTS 8.5).

PROFESSIONAL EXPERIENCE

TTC COFFEE (Thanh Thanh Cong Coffee JSC)

Ho Chi Minh City, Viet Nam

Executive Assistant to CEO

March 2026 – Present

- Serve as the key point of contact between the CEO and internal departments; relay CEO directives, track assigned tasks and follow up with each owner to ensure deadlines are met.
- Keep the CEO updated on work progress, emerging issues and time-sensitive matters, escalating pressing items promptly so decisions can be made without delay.
- Prepare reports, briefing materials, presentations and documents requested by the CEO, consolidating inputs from multiple departments into clear, decision-ready formats.
- Arrange the CEO's business travel end to end, including flights, accommodation and adjust bookings as schedules change.
- Liaise with vendors, service providers, business partners and other external parties on the CEO's behalf, coordinating requests and following up until matters are closed.
- Handle confidential business and legal documents, including drafting authorization letters and contract amendments for business cooperation agreements.
- Support HR and internal communications: prepared interview materials for Admin/HR/Legal hiring, drafted company announcements and documented inventory procedures.

BSS GROUP

Ha Noi, Viet Nam

Associate Project Manager

March 2025 – October 2025

- Managed end-to-end client projects (Magento & WordPress) from scope definition to delivery, building timelines, allocating resources and tracking every deadline.
- Acted as the primary liaison between clients and internal teams: scheduled and organized meetings, recorded minutes and action items, and followed up to completion.
- Prepared progress reports and presentations for management; monitored quality and progress on Jira/Trello, assessed risks and handled change requests.

TRADE INTELLIGENCE GLOBAL

Ha Noi, Viet Nam

Sales Admin Intern

June 2024 – September 2024

- Researched and validated 100+ B2B companies weekly to maintain an accurate client database.
- Performed KYC compliance checks with strict attention to detail and confidentiality; supported business development by generating 5+ qualified opportunities.

BYTEDANCE

Ha Noi, Viet Nam

Operations Intern

December 2022 – June 2023

- Secured partnerships with schools and English centers for the Rex&Friends app; supported parents and students.

AIESEC

Ha Noi, Viet Nam

Project Manager

August 2021 – February 2022

- Coordinated 3 large-scale online events (600+ participants), managing logistics, communications and relations with 13 partner companies and 7 guest speakers.

EDUCATION

FOREIGN TRADE UNIVERSITY

Ha Noi, Viet Nam

Bachelor of International Business

August 2025

GPA 3.96/4.0, ranked 1st out of 60 students; multiple Academic Excellence Scholarships.

KEY SKILLS & QUALIFICATIONS

- **Core Competencies:** Executive support, travel coordination, task follow-up, reporting, vendor & partner liaison, confidentiality.
- **Tools:** Microsoft Office, Google Workspace (Gmail, Calendar, Drive, Sheets), online booking platforms, Jira, Trello.
- **Languages:** English – IELTS 8.5, TOEIC 985/990 (fluent, written and verbal); Vietnamese – native.