



Lê Thị Khánh Linh

Sales Intern

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Lê Thị Khánh Linh

Ngu Hanh Son District, Da Nang, Vietnam

Education

Tourism and Travel Service Management

2023 - 2027

Dong A University

GPA: 3.0

Skills

- **Communication Skills**
Clear and confident communication (Vietnamese & basic English), positive and polite attitude
Good listening skills, able to understand needs and respond appropriately
Strong teamwork, with persuasion and customer problem-handling skills
- **Computer Skills and AI Tools Proficiency**
Proficient in Microsoft Office (Word, Excel, PowerPoint)
Skilled in using AI tools (ChatGPT, Canva AI) for study and work
Strong skills in online research, information processing, and remote work
- **Teamwork Skills**
Work well with team members to achieve

Career Objective

In the near future, I aim to gain more practical experience in the hospitality and event industry while developing essential skills such as communication, teamwork, time management, and problem-solving. Additionally, I strive to enhance service quality by understanding customer needs and delivering excellent guest experiences. I also seek to work in a professional and dynamic environment where I can learn, improve myself, and contribute to the overall success of the company.

To become a professional Event Sales Executive, developing strong skills in consulting, negotiation, and client relationship management. I aim to provide effective event solutions that meet client needs while contributing to business growth and increasing company revenue.

Work Experience

Event Operations Intern | Color Teambuilding & Events May - Aug 2023)

- Developed ideas and built event concepts (conferences, seminars, openings, parties, tours)
- Created detailed event plans including timelines, scripts, and budgets
- Coordinated team members and assigned tasks throughout the event process
- Monitored and ensured events were executed on schedule and according to plan
- Handled unexpected issues and resolved problems during events
- Improved communication and presentation skills

Restaurant Intern | Avatar Hotel (Apr – Jul 2025)

- Assisted in event setup and operations (parties, conferences, events)
- Coordinated with kitchen and team members to ensure smooth service flow
- Handled guest requests and resolved issues promptly
- Demonstrated strong understanding of customer needs to enhance guest satisfaction
- Communicated effectively and performed well under pressure in a fast-paced environment

Tour Sales Collaborator | Lua Viet Travel (2025 - Present)

- Assisted in identifying and approaching potential customers for tour packages
- Advised and introduced suitable travel programs based on customer needs and budget
- Supported in preparing quotations, itineraries, and sales materials
- Coordinated with the operations team to ensure smooth tour execution
- Followed up and supported customer care before, during, and after the trip
- Assisted in handling customer inquiries and resolving issues promptly

Activities

Volunteer 2025 - Present

Charity Activities

- Participated in preparing and distributing free porridge to hospital patients, supporting community care initiatives
- Assisted in organizing charity events and donation activities, ensuring smooth and efficient operations
- Collaborated with team members during volunteer activities to improve coordination and community support effectiveness

common goals

Proactively communicate and share ideas

Responsible and flexible in handling team-related tasks and issues

- **Problem-Solving Skills**

Quickly analyze problems and identify root causes

Propose suitable and practical solutions

Handle situations effectively especially with customers

- **Time Management Skills**

Plan and prioritize tasks effectively

Meet deadlines and manage time efficiently

Stay organized and handle multiple tasks

4 times Volunteer blood donation and community contribution

Foreign language

Basic English communication

Hobby

I like playing sports, especially badminton, jogging, trekking in the mountains, and taking part in outdoor activities.