



NGUYEN HOANG AN

Admin & PR Executive

CONTACT

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EDUCATION

 **Hanoi University**

Bachelor of English Language | 2014 -
2018

LANGUAGE

Vietnamese

English

INTRODUCTION

Nguyen Hoang An is currently the Admin & PR Executive of NHQuang&Associates. An takes care the communication channels of the firm and supports administrative affairs and recruitment.

An is in charge of the design of media publications and publications for NHQuang's events, as well as participates in the design of images in the projects of the firm. In addition, An also translates the firm and clients' documents, reports for studies and projects conducted by the firm.

PRACTISING EXPERIENCE

Engage in activities in various fields of the firm, including communication, design, translation, administrative affairs, human resource management, etc. Here are some typical ones:

Communication

- Engage in the development and implementation of ideas related to design, creation, printing, event organization for the firm's activities.
- Be in charge of social media channels and other internet media.
- Design media publications serving the firm's activities.
- Engage in the design of the firm's Legal Newsletter provided monthly to individuals and organizations.

Translation

- Translate documents related to internal operations, transactions, and other activities of the firm.
- Translate clients' documents drafted, consulted and reviewed by the firm at the request of clients.
- Translate for clients documents of different types (business registration, contracts, brochures, technical manuals, transaction documents, financial statements, legal documents, and so on) in many diverse fields (science, finance, technology, humanitarian activities, medicine, education, environment, and so on).

Administrative affairs

- Support the organization of annual team building and employee engagement activities.
- Support the development of documents related to administrative and human resource management processes.

HR Management

- Support the recruitment of the firm.

TYPICAL PROJECTS

Participate as translator, designer and data processing specialist in various research projects of the firm. Some of the projects engaged include:

- **Legal Support to the Development of Power Generation Projects in Viet Nam**, UNOPS, in collaboration with DigiEMS, 2022 - present
- **National Baseline Assessment on Responsible Business Practice of Enterprise in Viet Nam**, Ministry of Justice, Government of Sweden, UNDP, 5/2022
- **Study on formative evaluation of the Family and Juvenile Courts (F&JCs) in Viet Nam**, supported by UNICEF in coordination with the Supreme People's Court, 2021 - 2022
- **Report on Assessment Index of Administrative Procedure Compliance Cost (APCI) 2021 and 2022**, supported by Administrative Procedures Control Agency under the Government Office, 2021 - 2022
- **Report on Legal Knowledge and Legal Needs of Vulnerable Groups**, supported by UNDP, 2020
- **Report on the Capacity of Legal Communicators and Legal Disseminators**, supported by UNDP, 2020