



NGUYEN HOANG AN

Admin & PR Executive

CONTACT

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EDUCATION & TRAINING

🎓 **Hanoi University**

Bachelor of English Language | 2014
- 2018

🎓 **ColorME Design Training Center**

Photoshop Course | 2022

INTRODUCTION

Nguyen Hoang An is currently the Admin & PR Executive of NHQuang&Associates. Hoang 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. Hoang An also translates the firm and clients' documents, reports for studies and projects conducted by the firm. In addition, Hoang An takes care the communication channels of the firm and supports administrative affairs and recruitment.

SKILLS

Design and edit photos and videos
(Adobe Photoshop, Adobe Illustrator,
Canva, Adobe Premiere, CapCut)

LANGUAGE

Vietnamese

English

PRACTISING EXPERIENCE

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

Communication - Design

- Be in charge of website administration, social media channels and other internet media.
- Design media publications serving the firm's activities such as design media publications, event publications, images for internal activities of the firm (backdrop, poster, social media post, etc.).
- Engage in the development and implementation of ideas related to design, creation, printing, event organization for the firm's activities.
- Engage in filming and editing internal video clips of the firm.
- 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).

TYPICAL RESEARCH

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

- **Study on "Legal Support to the Development of Power Generation Projects in Vietnam"**, supported by United Nations Office for Project Services (UNOPS), 2023 - 2024
- **Report on "Formative Evaluation of Family and Juvenile Courts in Vietnam"**, requested by UNICEF in coordination with Supreme People's Court, 2021 - 2022
- **Study on "National Baseline Assessment on Responsible Business Practice of Enterprise in Vietnam"**, requested by United Nations Development Programme (UNDP) and Ministry of Justice, 2021 - 2022
- **Report on "Assessment Index of Administrative Procedure Compliance Cost (APCI)" of 2021**, requested by Administrative Procedures Control Agency (Government Office), 2020
- **Report on "Legal Knowledge and Legal Needs of Vulnerable Groups"**, requested by United Nations Development Programme (UNDP), 2020
- **Report on "Capacity of Legal Communicators and Legal Disseminators"**, requested by United Nations Development Programme (UNDP), 2020