



NGUYEN HOANG

AN

PR Executive

CONTACT

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EDUCATION & TRAINING

🎓 **Hanoi University**

Bachelor of English Language | 2014 - 2018

🎓 **ColorME Design Training Center**

Adobe Photoshop Course | 2022

🎓 **ColorME Design Training Center**

Adobe Illustrator Course | 2022

SKILLS

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

LANGUAGE

Vietnamese

English

INTRODUCTION

Nguyen Hoang An is currently the PR Executive of NHQuang&Associates. Hoang An is responsible for designing media publications and event publications, and participating in the visual design for projects of NHQuang. Hoang An also takes care of the communication channels of the firm. In addition, Hoang An is involved in translating documents for the firm and clients; reports, research, and projects for the firm.

PRACTISING EXPERIENCE

Take responsibilities and engage in activities relating to design, communication and translation of the firm. Here are some typical ones:

Design - Communication

- 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.).
- Be in charge of website administration, social media channels and other internet media.
- 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