

CAP HOANG OANH

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PROFESSIONAL SUMMARY

Motivated and detail-oriented student with strong English proficiency and experience in communication, team coordination, and stakeholder engagement. Demonstrated ability to communicate effectively, collaborate with diverse individuals, and support projects in fast-paced environments. With a strong academic background in English and a genuine interest in education, eager to contribute as a Teaching Assistant by supporting instructors, engaging students, and creating a positive and encouraging learning environment.

EXTRA-CURRICULAR ACTIVITIES

Head of External Relations at SIMUN

February 2026- September 2026

February 2026 – September 2026

- Led and mentored 25 members of External Relations officers, coordinating outreach email templates, conducting cold calls, in-person pitching.
- Managed partnership development workflows in Notion by assigning tasks, and sponsoring follow-up efforts, ensuring requirements and requested changes were implemented on time.
- Negotiated and coordinated the participation of award-winning memory expert Dương Anh Vũ as a featured speaker, enhancing the conference's speaker lineup and delegate experience.
- Directed sponsorship negotiations and stakeholder engagement, successfully securing venue sponsorship from University of Finance – Marketing and obtaining over 20 million VND in sponsorship support from partner organizations.
- Oversaw communications with 2 schools, 7 educational organizations as sponsorship, utilized Notion to track progress and manage status of all external communications and professional relationship management.

External Relations at SIMUN

July 2024- July 2025

- Identified and approached suitable sponsors and venues throughout the one year term with 2 Conferences and 1 workshops. Rec, Communicated with sponsors to negotiate and finalize partnership agreements with 2 International schools as Venue sponsor and 5 study organizations as financial/ social sponsor.

- Collaborated with sponsors and internal teams to execute sponsorship benefits, including logo placement, social media promotion, exhibition booths and on-site acknowledgements.
 - Gathered sponsor assets and coordinated with cross-functional teams to develop Facebook content, ensuring sponsorship benefits were delivered in accordance with partnership agreements.
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External Relations at VP Artist

July 2024- July 2025

- Identify and approach suitable sponsors, artists and venues aligned with the project goals. Successfully signed an agreement with 3 sponsors including venue and financial sponsor.
 - Initiate and maintain professional communication via email with potential partners, successfully invited Kay Châu Anh (274.1k followers on TikTok) as a special guest.
 - Follow up regularly with 3 sponsors, 10 artists and venues to track progress and responsibility fulfillment as agreed upon signed contracts, and coordinate effectively with artists and sponsors on-site to ensure smooth execution.
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Social Media Manager at VP Artist

July 2024- July 2025

- Developed social media content and products tailored to students/ young people have interest in music, concerts and current trends.
 - Brainstormed and conceptualized the theme for the main showcase. Using marketing campaigns for the main showcase.
 - Utilized Google Calendar to plan and schedule posts across Facebooks, Instagram and TikTok. Increased 200 followers on Instagram, 500 followers on Facebook and achieved an average 150 interactions per post.
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Photographer at VP Artist

July 2024- July 2025

- Collaborated with the Content and Design teams to develop creative concepts for the showcase's main theme.
- Conducted a photo shoot for the featured artist based on the planned visual concept.
- Captured key moments throughout the main showcase event.
- Edited video footage and retouched photos to ensure high-quality visual output.

Photographer at Mediarie

October 2023- December 2024

- Plan and brainstorm creative concepts and ideas for more than 30 posts throughout the one year term with average 100 likes and 20 shares per post. Notably, the highest interaction reached up to more than 400 likes and 50 shares.
- Develop content through photography and videography on Facebook and Instagram.
- Using Capcut to edit videos and Lightroom to retouch photos for high-quality visual output.
- Coordinate events, ensuring smooth planning and execution.

Photographer at Tóc 22–25

October 2023- December 2023

- Documented real-time moments throughout the event for visual storytelling. Increased more than 600 followers in one day after 4 on-site posts and each post gained about 200 interactions.
- Edited event footage and retouched images for post-production use.
- Filmed and photographed key highlights, followed by detailed photo retouching and video editing.
- Organizing pictures by the timeline of the event and emotions of participants.
- Executed all on-site activities within a 1.5-hour window to provide the fan page with real-time updates for every segment of the 24-hour

SKILLS

- **Hard Skills:** English (IELTS Academic 6.5), Microsoft Office & Google Workspace, AI productivity tools, Adobe Lightroom, CapCut, Canva, Pinterest, Basic photography and camera operation.
- **Soft Skills:** Leadership & team management, Stakeholder engagement, Partnership development, Project coordination, Communication, Cross-functional collaboration, Time management, Problem-solving, Adaptability.

EDUCATION

Marie Curie high school

Ho Chi Minh, Vietnam

French-language Program (2023–2026)

- **Top 8.9% nationwide** in English in the **2026 Vietnam National High School Graduation Examination** (8.0/10).

- Consistently achieved **8.5–9.0/10 English GPAs** across Grades 10–12 (3-year average: **8.73/10**).

RMIT University
Bachelor of Business

Ho Chi Minh, Vietnam
Freshman, 2026

Language proficiency

- English: IELTS Academic: Overall 6.5 (Listening 7.5)
- French: Elementary (A1); completed a French-language curriculum in high school

Awards

- ***Winner, The New Orators (2026)- English Debate Competition*** : Won the Social Round among 60+ competing teams by leading a four-member team in developing a communication campaign and creating strategic visual and social media content.
- ***Top 5 Most Impressive & Inspiring Ambassador, Youth for Impact (2025)***: Recognized among 100+ participants for creating a social media campaign that shared personal experiences and resilience strategies to inspire positive social impact.