



Milly Vo

Dynamics Sales & Marketing
SAP Sales & Distribution
Project Coordinator

Profile

- Proficient in Microsoft Dynamics Sales & Marketing, and SAP Sales & Distribution.
- Skilled in B2B sales and exceptional customer service, with 7 years of multinational experience in the job advertisement industry.
- Holder of dual degrees, an MBA from Western Sydney University and a BSc. in Chemistry from Vietnam.
- Accomplished communicator, adept at time management, consistently surpassing performance goals.
- Proven team player, self-starter, quick learner and positive beacon.

Contact

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[linkedin.com/in/millycarlsson](https://www.linkedin.com/in/millycarlsson)

Education

- **Western Sydney University**
Master of Business Administration
(2018 - 2020)
- **Vietnam National University**
Bachelor's degree
Polymer Chemistry Engineering
(2004-2008)

Skill

- Dynamics Sales & Marketing
- SAP Sales & Distribution
- Business Development
- Customer satisfaction
- Order management
- Communication
- Microsoft Office Suite

Awards


3rd quarter 2019 | Navigos Group
Best Leader


2016 | Navigos Group
Best Sales of the year

2015 | Navigos Group
Best Sales of the year

Work Experience

- March 2024 - present - internship (to June 2024)
[AFRY](#), Gothenburg
Digital Content & CRM Coordinator
 - Coordinate between sales and marketing team to ensure a smooth operation from webpage contacts to Dynamics 365
 - Examine CRM lead data, offering insights into the conversion process from clicks to leads
 - Consolidate duplicate contacts in CRM and furnish a guidance document to the sales team for enhanced data management
- June 2023 - August 2023 (3 months) - summer job
[Nouryon](#), Gothenburg
Customer Service Representative
 - Manage the "Order To Invoice" cycle, using SAP system
 - Cooperate with various departments, ensure a streamlined process

 Explore my reflections on this job on LinkedIn: [HERE](#)
- February 2023 - June 2023 (5 months) - internship
[Reitan Convenience Sweden \(RCS\)](#), Gothenburg
Innovation & Digitalization Coordinator
 - Carry out a preliminary study in order to find a HR system
 - Coordinate across diverse departments to compile & prioritize requirements
 - Conduct an in-depth analysis of the market landscape

 Explore my reflections on this job on LinkedIn: [HERE](#)

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Languages

- **English** - Professional Proficiency
- **Swedish** - Elementary
- **Vietnamese** - Native

Volunteer activities

● **International School of Business Vietnam (2020-2023)**

- Lead mock interviews with students
- Advice students in how to improve their job application
- Guest speaker on "Master the workplace - LinkedIn for beginners" and "Career orientation for new bachelor students"

● **Suranaree University of Technology Thailand (2013-2014)**

- English tutor for non-profit programme to Thai students



Hobbies

- cook Vietnamese cuisine
- explore forest trails
- archery



Reference

Available upon request

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Project Coordinator

● January 2018 - March 2020 (2 years 3 months)

Navigos Group, Vietnam

Team Leader

- Lead a team of 8 members to achieve the given team target
- Synergize with other departments to meet corporate objectives
- Select and attract talents according to the business plan
- Mentor and empower team members through comprehensive coaching and training initiatives

● April 2012 - December 2017 (4 years 5 months)

Navigos Group, Vietnam

Senior Consultant

- Maintain relationship with current clients to upsell and cross-sell, accomplish given individual target
- Achieve target for number of new clients
- Being second-in-charge of Team Leader

● January 2011 - April 2012 (1 year 4 months)

Tam An Media, Vietnam

Junior Business Developer

- Corporate with Marketing team to create new leads
- Communicate between Marketing team and customers to deliver excellent services

● June 2008 - December 2010 (2 years 7 months)

Phat Tien Holding, Vietnam

Event Coordinator

- Organize events (ceremonies, grand-opening, promotion...)
- Follow-up after delivery to gather learnings and reporting back to stakeholders