



MARIE (THI THU THUY LE)

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ABOUT ME

- * Global sales & operations professional with 14+ years in international trade, driving growth across continents.
- * Recognized for strategic vision & operational excellence in revenue management, compliance & service delivery.
- * Career highlights: record-breaking sales in 2022 & Best Employee Award (2015).
- * Transitioned in 2024 to a second career in cruise line management, blending commercial acumen with hospitality leadership.
- * Education: Bachelor of Economics (External Economics, FTU HCMC) & Postgraduate Diploma in Cruise Line Management (Les Roches Marbella).
- * Certified in corporate accounting & financial analysis, offering technical expertise with strategic insight.

WORK EXPERIENCE

F&B Administrative Assistant - Silversea Cruises

May 2025 - Nov 2025

- Supported F&B Manager and department operations through accurate record management and operational assistance.
- Ensured accurate reports; prepared cruise layouts for programming.
- Coordinated training documentation, appraisal forms, and uploaded compliance results into corporate databases.
- Compiled guest feedback (Medallia ratings/comments) for analysis.
- Managed daily requisitions, restaurant readiness, and bar inventory records.
- Assisted with event set-up, buffet labeling, and guest hosting during peak service hours.
- Supported revenue tracking and cost reporting, ensuring smooth service delivery and compliance.

Key Impacts: Streamlined administrative processes, improved record accuracy, and strengthened operational efficiency across restaurants and bars.

Sales Executive - HAPROSIMEX SAIGON

Nov 2012 - Aug 2024

- Managed international sales of Vietnamese handicraft products across Japan, Middle East, Africa, Europe, Australia, and North America.
- Built partnerships with importers, wholesalers, retailers, and logistics providers.
- Represented the company at major trade fairs (Hong Kong Megashow, Frankfurt Ambiente, Vietnam Lifestyle, Hong Kong Giftshow).
- Oversaw shipment implementation, quality compliance, audits, and financial documentation.
- Consulted directors on sales strategies, market evaluations, and product orientations.

Achievements:

- Best Employee Award (2015)
- Top 1 Sales Revenue (2022)

Key Impacts: Managed international sales of Vietnamese handicrafts across six continents, building global partnerships and ensuring quality compliance, and underscoring a lasting impact on the company's success.

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Chief Controller - Board of Shareholders

Apr 2023 - Aug 2024

- HAPROSIMEX SAIGON

- Reviewed annual financial reports to ensure compliance with regulations and accurate reflection of business practices.
- Supervised management decisions and operational efficiency aligned with shareholder approvals.

Key Impacts: Created the supervising procedure, balancing the benefits of various sides: management, employees, and shareholders, through accurate and reasonable evaluations.

Garment Merchandiser

Oct 2010 - Oct 2012

- Representative Office of Zenze Limited

- Managed procurement of fabrics, trims, and accessories to meet production schedules and ensure timely shipments.
- Built costing sheets and material checklists based on purchase orders.
- Provided packaging instructions and ensured compliance with buyer requirements.
- Oversaw QA/QC procedures, conducting in-line and final inspections at garment factories.
- Coordinated delivery and shipping documentation to guarantee smooth customs clearance and on-time arrival.
- Monitored payment processes, including accounts payable and receivable, to maintain financial accuracy.

Key Impacts: Ensured production efficiency and shipment reliability for uniforms, suits, trousers, blazers, and jackets.

Office Administrator

Oct 2010 - Oct 2012

- Representative Office of Zenze Limited

- Coordinated transportation services for staff/clients' visits to distant factories.
- Handled purchasing and payments for office inventories and production materials.
- Managed customs clearance procedures for imported goods.
- Maintained accurate inventory control and documentation for office and production supplies.
- Supported day-to-day administrative operations, ensuring smooth workflow across departments.

Key Impacts: Strengthened office efficiency and supported production teams by managing logistics, purchasing, and administrative processes.

Purchasing Staff - Viethomeland Limited

Sep 2009 - Mar 2010

- Procured construction materials per technical drawings and ensured timely delivery to sites.
- Controlled inventory and managed purchasing documentation.

Key Impacts: Ensured constructive material supplies for the building project on time.

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SKILLS

Hard Skills

• Product development • Market research • Sales management • Project planning • Project management • Account management	• Financial analysis • Financial planning • Financial reporting • Regulatory compliance • Revenue management	• International shipping • Shipping procedures • Container shipping • Customs clearance • Customs regulations
• Inventory control • Materials and Supplies management • Quality control • Operational management	• Report writing • Service contract management • Document management.	• Excursion planning • Food service • Room division operation • Service delivery

Soft Skills

- Guest Service - Contract negotiation - Reporting & Analysis	- Administrative Assistance - Office administration - Multicultural adaptability	- Teamwork, Teamwork onboard - Time management - Supervisory skills
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QUALIFICATION



Postgraduate Diploma in Cruise Line Management

– Les Roches Marbella Global Hospitality Education (2026)

- Built a strong academic foundation on Cruise line operations and business, Services in hospitality, Cruise tourism and sustainability, and Public Health compliance.



Bachelor of Economics for the Field of Study in External Economic

– Foreign Trade University HCMC (2009)

- Built a strong academic foundation on economic theories, foreign trade activities, market rules, and regulations.

ADDITIONAL INFORMATION

- Languages: Vietnamese (native), English (C1 - Advanced)
- Certifications: Senior Financial Specialist - University of Economics in Ho Chi Minh City.