

# Nguyen Truong

# Phi Phung

Administration Staff Receptionist

#### **PROFILE**

- 2000
- 0966 942 053
- nguyenphiphung1505@gmai
- Binh Thanh district, Ho ChiMinh city

# **EDUCATION**

# HUTECH UNIVERSITY | 2018 - 2022

Major: Psychology

GPA: 3.36

Consistently achieved academic excellence, receiving congratulatory
 letters for outstanding results every semester from 2019 to 2022

# WORK EXPERIENCE

# SENBOX SPECIAL EDUCATION CENTER

June 2024 - March 2025

# Special Education teacher

- Designed and implemented individualized intervention plans for children with developmental delays, and autism.
- Collaborated with a multidisciplinary team, including foreign experts,
   to track student progress and adapt strategies to enhance outcomes.
- Conducted regular consultations with parents to update them on their child's progress and provide actionable support strategies at home.
- Supported the organization of training workshops for teachers and parents.

# HUTECH PSYCHOLOGY PRACTICE CENTER | 2020 - 2024

#### Collaborator

- Assisted psychologists in conducting intake interviews to collect client information and schedule client consultations.
- Maintained and organized client records, ensuring confidentiality and compliance with ethical standards.
- Assisted in organizing and managing psychology-related events, ensuring smooth operations and logistics.
- Handled email correspondence and assisted in office administration.

#### Intern

- Assisted in organizing documents and case files for therapists and psychiatrists.
- Scheduled client appointments and managed front desk operations.
- Handled data entry and prepared reports for the department.

# **ACTIVITIES**

#### PSYCHOLOGY EVENTS AND SEMINARS | 2019 - 2024

# **Organizing Committee Member**

- Led the organization of a career orientation seminar at Nguyen Huu

  Tho High School, helping over 100 students identify their learning
  styles through the VAK test and gain insights into future career paths.
- Co-organized "Psychological and Brain Science Discovery Day (A
  Brainy Cube Unitour)" in collaboration with A Brainy Chat Club and
  Dr. Quang Thuc Hao, Ph.D. (Neuropsychology, UNSW), engaging
  university students in neuropsychology concepts.
- Conducted psychology consultations event for all high school students in Thu Duc City, answering questions and providing actionable advice to support mental well-being.

# PSYCHOLOGY CLUB OF HUTECH UNIVERSITY

2018 - 2021

#### Communication and Human Resources Board Member

- Led a communication team that successfully promoted monthly psychology-related events, attracting nearly 100 student participants per event.
- Contacted and invited psychology experts to deliver talks and workshops, fostering learning opportunities for club members.
- Conducted training sessions on design and media writing, equipping team members with essential skills for event promotion.

# **SKILLS**

# **CERTIFICATIONS**

# Office Administration

Scheduling, document management, office supply coordination.

# Communication and Collaboration

- Strong presentation skills demonstrated in project groups during 4 years at the university.
- Collaborated effectively with multidisciplinary teams (psychologists, educators, and parents) to support student and client outcomes.

# Organizational and Leadership Skills

- Organized university-level psychology events, attracting over 100 participants per session.
- Hold leadership during 4 years at university in each project group.

# **Technical Skills**

- Proficient in Microsoft Office Suite (Word,
   Excel, PowerPoint) for reporting and presentation.
- Familiar with tools for online collaboration and project management (e.g., Google Docs, Google Meet, Zoom).

#### 2024

Certification IELTS 6.5