



DO THI MY HANH

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EDUCATION

- **Banking University Of Ho Chi Minh City, Viet Nam (2022 – 2024)**
 - Major: Business Administration - Master
 - GPA: 8.2/10
- **University of Social Sciences and Humanities Ho Chi Minh City National University (2016 – 2020)**
 - Major: Archival Science and Office Administration
 - GPA: 7.94/10
- **Foreign Trade University (2023)**
 - Training course on import - export techniques
- 01 research articles in the field of economics published in Asia-Pacific Economic Magazine-Vietnamese State Professors' Council
- 02 research articles in the field of economics published in Economy and forecast Magazine - Vietnamese State Professors' Council

SKILLS

Management:

Managing training programs, managing exams, and assessing students

Technology skills:

- Using training management software: LMS - Learning Management System, Event Management Software
- Software:
- Proficient in Microsoft Office & Google Workspace: Excel, PowerPoint for data management and report creation

- Event organization, workshops
- Leadership and teamwork skills
- Problem-solving and creativity

CERTIFICATION

- Business Analysis Foundations: Business Process Modeling
- Project Management Foundations
- Financial Marketing
- Investment Risk Management
- Digital Marketing
- Social media
- AI For Everyone
- Eye-Catching Presentations Using Powerpoint 2013

WORK EXPERIENCE

• FPT University Ho Chi Minh City (2022 – Now)

Department of Education and Training

- Manage, develop, and ensure the quality of training programs at the university.
- Carry out training and workshops for faculty members.
- Participate in managing and implementing cultural exchange and internship programs for students.
- Organize academic workshop and orientation activities.
- Manage the exam question bank and create semester exams.

• Saigon College (2020 – 2022)

Human Resource Management Lecturer.

Teaching Human Resource Management in a digital environment, online recruitment, and managing remote teams – meeting the human resource needs in modern e-commerce enterprises.

• Vina T&T Group (2018 - 2020)

Intern in the Logistics Department

- Assist the Transportation Manager
- Logistics Data Analyst Intern and Warehouse Operations Reporting
- Communicate with other departments to support work

ACTIVITIES

• International business and economics club (2022 – 2024)

President: Leading 65 members of the Club:

Organizing field trips, logistics competitions, organizing workshops on academic topics related to Business Administration.

• The ASEAN University Network-Vietnam National University Ho Chi Minh Summer Program 2024

Mission: Join the welcoming activities for the student delegation from 10 ASEAN countries to the National University of HCM city, participate in cultural exchange activities.

Participate in environmental protection activities through waste collection organizations and caring for green trees.

• Sign Language Club (2016 – 2021)

Committee member - External Relations Team Leader

Mission: Foreign affairs - developing the club fund

HONORS & AWARDS

• FPT Edu Hackathon (2022) - Organizing committee

- General management of the program framework at FPT University Ho Chi Minh City
- Manage the event process and the judging panel

• FTU Young Logistics Talents (2023)

Topic “Blockchain technology solutions in the logistics industry”- Creative Topic Award

- Excellent Employee at FPT University (2023)
- Inspiring character for FPT Education Organization (2024)
- Youth Role Model (2019)
- 5-Good Student (2018, 2019)
- Modern Buddhism Scholarship (2019)
- Outstanding Student Scholarship (2018, 2019, 2020)