

NGUYEN THI CHI

SKILLS

Good communication, Public speaking, Team player, Can work under pressure, Adaptable, Responsible

EXPERIENCE

APAX LEADER – *TEACHING ASSISTANT/ADMIN*

(2019-2021)

- Helping and translating for the students
- Organizing and preparing materials and documents for teachers
- Helping the teacher with classroom management during the lesson
- Outside of work, I have helped translate for my colleges in a variety of different situations
- Coordinating office activities and operations to ensure efficiency and compliance to company policies.
- Tracking office supply usage and placing orders when necessary
- Managing phone calls and correspondence (e-mail, letters, packages etc.)
- Assisting with budgeting and bookkeeping procedures
- Create and update records with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned

GLOBAL EDU – *ENGLISH TEACHER*

(2021- May 2022)

- Teaching English to children aged 6-7
- Manage classes, prepare all the necessary materials, report on students

BAMBOO AIRWAYS – *REPRESENTATIVE/SUPERVISOR*

(November 2022 - March 2023)

- Supervise services those suppliers deliver to passenger, aircrafts, crews in accordance with service policies, procedures and standard, requirements of safety, security and quality of Bamboo Airways Viet Nam
- Provide instructions assist check-in agent in checking travel documents (passport, visa, resident permit...)
- Ensure all the procedures before and after boarding go smoothly.
- Handle and provide instruction in irregular flights or/and INAD passenger

EDUCATION

VINH PHUC COLLEGE

October 2018 - October 2021

- I have done courses on Windows, C++, PHP,.. and Office skills