

Nguyen Thi Kieu Vy



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OBJECTIVE

- To find a chance to work as a part-time intern so that I can gain knowledge and useful experience while studying at university.
- To become associated with a company and enhance the company's productivity and reputation

EDUCATION

Ho Chi Minh City University of Law ● *Major: Business Administration and Law*
GPA: 7,7
9/2014 - Present

WORK EXPERIENCE

District Tax Department - Daklak province ● *Position: Intern*
7/2018 - 9/2018
Main responsibilities:

- Import customer's data into software.
- Calculate the tax payable by customers.

Ybox - Bookademy ● *Position: Collaborator*
4/2018 - 7/2018
Main responsibilities:

- Review books
- Translate inspirational materials.

Vietnamese Students's Association of the class CLC QTL K39, Faculty of Administration, Ho Chi Minh University of Law ● *Position: Chairman*
9/2014 - Present
Main responsibilities:

- Announce information.
- Make plans for programs organized in every month: events, extracurricular activities of the team...
- Make quarterly and monthly report.

Tutor of English, Literature ● *Part-time tutor*
4/2016 - 11/2017
Main responsibilities:

- Prepare the lecture before teaching.
- Help student do his homework, review lecture on class.

ACTIVITIES

Activities in Class ● *Organizing Committee*
2015 - Present
Ho Chi Minh City

Run to future 2017 ● *Role: Volunteer*
4/2017 - 4/2017
District 2, Ho Chi Minh City

THE GREEN SUMMER ● *Role: Volunteer*

VOLUNTEER CAMPAIGN 2016

6/2016 - 8/2016

Thu bong tang ban

4/2016 - 6/2016

"Dau chan mau nang"

4/2016 - 5/2016

Phuoc Hau Commune, Vinh Long Province

● *Role: Volunteer*

By Khan Quang Do Magazine, Ho Chi Minh City.

● *Role: Volunteer*

By The Associated Organ of Vietnamese Students' Association, Faculty of Administration
Binh duong Province.

Vietnam Earth Campaign 2016

3/2016 - 4/2016

● *Role: Volunteer*

Ho Chi Minh City

Charity Work at Tam Duc Orphanage

3/2015

● *Role: Volunteer*

District 4, Ho Chi Minh City.

CERTIFICATIONS

2017

Certificate of the course: "Training necessary skills to survive in law practicing environment."

2017

Certificate of Advanced youth follow my Uncle Ho

2016

Certificate of merit for good performance in Vietnamese Students's Association

HONORS & AWARDS

8/2016

- Volunteer completed sucessfully in Green Summer Campaign 2016

SKILLS

English



Team Working



Critical Thinking



Planning and
organizing



Communication



Analysing Business
and Law documents

