

## Objective

I am searching for an organization where I can contribute myself, enhance my working ability, and widen my knowledge as well as having chances to improve social skills.

## Education

### HOA SEN UNIVERSITY

2014 - PRESENT

Major: International Business

GPA: 2.87/4

## Certifications

International Payment Processing

2016

The Endeavour Scholarship 2016-2017 from Hoa Sen University

2017

## Work Experience

### THIEN HA HOTEL AND APARTMENT

JULY 2016 - FEB 2018

Receptionist

Main responsibilities:

- Check-in and check-out
- Taking care of guests by giving instructions, showing the ways and anything which is confused by them.
- Interacting with guests by many ways: direct talk, phones and emails.

### YOLA

JUNE 2017 - AUG 2017

Teaching Assistant

Main responsibilities:

- Taking care of children.
- Following up their behavior and study to take note in school report for their parent after each class.
- Supporting teacher

### MOF - JAPANESE DESSERT CAFE

MARCH 2015 - MAY

2015

WAITER

Main responsibilities:

- Welcoming guests.
- Taking orders.
- Serving guests.
- Cleaning tables.



December 11, 1996

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## SKILLS

Speaking

Listening

Writing

Reading

Office

Logical thinking and creative

Public Speaking

Team Working

Responsibility



Available on request

