



NGAN HUYNH NGOC

I am seeking an intern position relating to Business Development. I aim to apply knowledge I have been mastering to challenging opportunities as well as enhance my own skills and explore more valuable things in a professional environment.



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162/18/2 Nguyen Duy Cung Street,
Ward 12, Go Vap District, HCMC

WORK EXPERIENCE

March, 2017 – May, 2018

TEACHING ASSISTANT, APOLLO ENGLISH CENTER

Work as a person linking teacher and students and supporting children at school.

Know getting along well with colleagues as well as interacting with customers is one of the keys building up the business.

Know how to make plans in detail and practicalize the to-do list as running a business.

Understand ways of setting out tasks effectively and getting the works done in time.

Keep employees follow up on work progress.

ACHIEVEMENTS

Senior Teaching Assistant

EDUCATION

2015 – Present

HO CHI MINH CITY OPEN UNIVERSITY

Junior in Business English

GPA: 7.0

SKILLS

Computer skills ●●●○○○

Job related skills ●○○○○○

Adaptive skills ●●●●○○

LANGUAGES

English ●●●●○○