

Nguyen Thi Phuong Nhung

Objective

To become associated with a company where I can utilize my skills, gain further experience while providing value into the company

Education

UNIVERSITY OF ECONOMICS HO CHI MINH CITY

SEP 2016 - PRESENT

Major: Commercial Business

GPA: 7.8/10

Activities

UNIVERSITY OF ECONOMICS HO CHI MINH CITY

SEP 2016 - PRESENT

- Member of organizing team at "Suc Tre Kinh Te 2018" event: Planned and wrote timeline for team building program.
- Head of content team, in charge of coordinating and planning events, Doi Cong Tac Vien: Leading the team, writing plots for special events and planning programs for Doi Cong Tac Vien.
- Collaborator of Giai Dieu Tre Club: Organizing and participating in events, programs of University of Economics Ho Chi Minh City
- Monitor of class DH42KM04: helping teachers impart instruction and information to classmates.
- Member of the Standing Committee of Ho Chi Minh Communist Youth Union of the Class DH42KM04: Organizing social programs and deputizing for branch to attend meetings.
- Volunteer: Participated in social work programs "Xuan Tinh Nguyen" 2016, 2017, 2018

Work Experience

TUTORING

OCT 2016 - PRESENT

Main responsibilities:

Teaching English and Math from primary to high school at home.

Recognition and Gains:

- Improving English skills, enlarging my knowledge for English and Math.
- Knowing the best method to make students feel comfortable while learning difficult lessons.
- Finding ways to motivate students when they have problems with subject.
- Communicating with students' parents well.

AGENT TAN TOAN PHAT OF MOBIFONE

OCT 2017 - DEC 2017

Collaborator

Main responsibilities:

- Entered new data, information about customers
- Arranged documents of agent

Achievements and skills gained

- Improved time management skill for university and office.
- Improved team work skill.
- Developed capability to classify and analyze information.



July 13, 1998

Female

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SKILLS

Microsoft Office

English

Logical thinking and creative

Public Speaking

Team work

Time Management

INTERESTS

- Sports
- Movies
- Music
- Books
- IQ Test
- Chess

THE DAILY GRIND COFFEE

DEC 2017 - APR 2018

Barista, cashier, waitress

Main responsibilities:

- Took orders, prepared and served hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Checked with customers to ensure that they were enjoying and took action to correct any problems.
- Communicated with customers to resolve complaints or ensure satisfaction.

Achievements and skills gained:

- Found the different ways to serve each of customers.
- Anticipated customers' attitude and feelings to find appropriate solutions to customers' matters
- Communicated with customers and colleagues effectively.



Honors & Awards

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| - University Scholarship in 1st semester 2016-2017 | 2016-2017 |
| - Excellent member of Communist Youth Union of Ho Chi Minh | 2017-2018 |



References

Pham Thi Truc Ly
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Chau Thanh Phong
Manager - The Daily Grind Coffee
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