

Nguyen Phuong Hien



Contact information

Date of birth Oct 7, 1995
Gender Female
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Hochiminh, Vietnam
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Skills

Office
Logical thinking and creative
Public Speaking
Time Management
Working in high pressure
Flexibility

Certifications

- Computer Certificate with level B
- Japanese Certificate with level B
- Soft Skills Certificate

Honors & Awards

2016-2017

One of the typical students who has average score over 3.0 in 1st semester 2014-2015, 2nd semester 2015-2016 and 1st semester 2016-2017.

Education

Oct 2014 - Dec 2018

University of Technology HCM

Major: Business English

Work experience

Sep 2017 - Mar 2018

Hoa Su coffee store

Waitress

Main responsibilities:

- Serve customers with orders
- Comply with hygienic regulations

Achievements and skills gained:

- Achieve customer service skills
- Ability to use positive language
- Improve patience

Feb 2016 - Aug 2017

Tri An Bookstore

Part-time Sales Staff

Main responsibilities:

- Sell goods for customers at the store
- Advertise products on media publications such as: facebook, google +
- Make reports of sales every day
- Process orders including confirmation and packing
- Receive and handle customers queries via phone and email

Achievements and skills gained:

- Be assessed positively by boss: active, extremely adaptable...
- Observe, learn and catch customers taste well
- Improve Communication Skill
- Have a standard acknowledge about the market of books

Mar 2015 - Jan 2016

My An Dentist

Receptionist

Main responsibilities:

- Write and upload appointments of clients
- Introduce, consult products and answer customers queries via phone and email

Social activities

- Volunteer in some activities in residential district
- Contribute to the organization of the market fair for Lunar New Year festival at secondary and high school

- Other tasks assigned by boss
- Recognition and Gains:
- Improve Communication Skill
 - Learn how to protect and give special care to dental health
 - Arrange a productive schedule working

Interests

- Literature Books
- Fantasy Movies
- Instrumental Music