



**Tran Minh Thao Vy**  
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## ABOUT ME

- Taking part in many activities such as swimming competition for district Phu Nhuan , charity campaigns in my universities.
- I love listening to music, playing with children, reading online articles, talking English with foreigners, hanging out and chatting with friends. And what I love the most is meeting new, lovely friends at all age.
- I went to Canada within 2 months so that I could join a volunteer activity at a Christian Church.
- TOEIC 685
- MOS (Excel and Word)

# CURRICULUM VITAE

## TRAN MINH THAO VY

### EDUCATION

- **GIA DINH HIGH SCHOOL:** graduated (2014)
- **BACHELOR OF INTERNATIONAL TRADE (Finance-Marketing University):** graduated (2018)
- GPA: 3.19 out of 4.0

### WORKING EXPERIENCE

#### CJ COMPANY ( CGV CINEMA)

- Started working in March 2016 and ended in June 2016)
- Worked dependently on shifts (such as a shift 9AM – 4PM, 1PM – 8PM)
- Doing at 3 positions such as Concession, box ticket and usher.

#### SHINHAN BANK

- Started working in December 2016 and ended in March 2016
- Part-time job
- Doing at sales agent:
- Convince clients to open credit cards at the bank
- Get targets per week
- Update promotions to clients
- Take care of the clients after opening credit cards.

## SKILLS

### ENGLISH PROFICIENCY

SPEAKING	<div><div></div><div></div><div></div><div></div><div></div></div>
WRITING	<div><div></div><div></div><div></div><div></div><div></div></div>
LISTENING	<div><div></div><div></div><div></div><div></div><div></div></div>
READING	<div><div></div><div></div><div></div><div></div><div></div></div>

### PERSONAL SKILLS

COMMUNICATION	<div><div></div><div></div><div></div><div></div><div></div></div>
ORGANIZATION	<div><div></div><div></div><div></div><div></div><div></div></div>
TEAM PLAYER	<div><div></div><div></div><div></div><div></div><div></div></div>
COMPUTER SKILL	<div><div></div><div></div><div></div><div></div><div></div></div>

## PETECH ENGINEERING CORPORATION

- Started working in January 2018 and ended in June 2018
- Full-time job
- Doing at Assistant Administrative:
  - Receiving and sending documents, letter, shipments.
  - Receiving incoming mails, out-going mails.
  - Prepare necessities for Office.
  - Prepare contact list and other relevant report: taxi, stationery, air-booking, hotel,....
  - Record for staff at the end of the month.
  - Preparing for the company event.
  - Work with suppliers to order goods.
  - Arrange printing and photocopy documents if required.
  - Building regulations and planning related to the use of assets and equipment of the company.
  - Archives of documents and records of the Office Source, screen qualified profiles for in-charge positions based on job requirements
  - Other duties as assigned.

## EXTRACURRICULAR ACTIVITIES

### MEMBER OF THE VOLUNTEERING CLUB

- Cleaned and collected dirty rubbish in district 7 with 5 people in group to make atmosphere fresh.
- Went to social house “Phan Sinh” at Bien Hoa city with 50 people in club in order to play and take care of the disabled children such as telling folk stories, cooking meal and so on. Moreover, we supported them money and clothes to help them have a great and beautiful life without their parents.
- Joined the advertisement of Ariel in 2015.

## CERTIFICATES AND AWARDS

- Changing my thinking optimistically after arriving in Phan Sinh
- Communicating well and making new friends
- Being self-confident to communicate with clients.
- I have had scholarship during studying at my university