



DOAN BAO CHAU

WOMEN'S INTERNSHIP PROGRAM

📅 Oct 15, 1998

☎ 01223882207

📍 Ho Chi Minh City, Vietnam

👤 Female

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🌐 <https://www.linkedin.com/in/doan-bao-c-hau-15b107135/>

OBJECTIVE

Seeking chances to enhance work experiences and skills in professional, multi-culture environment and eager to perceive new challenges.

EDUCATION

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

October 2016- October 2019

RMIT UNIVERSITY

Minor: International Business

GPA: 3.4/4.0

EXCHANGE PROGRAM

July 2018- January 2019

RMIT UNIVERSITY MELBOURNE

WORK EXPERIENCE

PROGRAM TUTOR

February 2018- July 2018

RMIT STUDENT ACADEMIC SUCCESS - RMIT UNIVERSITY VIETNAM

Assist students with subject-related problems

Guide students to choose right solutions for their issues

ENGLISH APPRENTICE TEACHER

October 2017- July 2018

EVEREST EDUCATION

Assist teachers and students before and during classes

Do assigned tasks involved in academic learning

PRIVATE TUTOR

August 2016- July 2018

ENGLISH TUTOR

Tutor English for high school students

Draft lessons and handouts

PROGRAM ASSISTANT

19 January 2018- 27 January 2018

ARLEMP 45 – ASIAN REGION LAW ENFORCEMENT MANAGEMENT PROGRAM - ORGANISED BY AUSTRALIAN FEDERAL POLICE AND RMIT VIETNAM

Assist facilitators, guest speakers and participants with daily administrative tasks

PROGRAM ASSISTANT

3 June 2017- 23 June 2017

ARLEMP 43 – ASIAN REGION LAW ENFORCEMENT MANAGEMENT PROGRAM- ORGANISED BY AUSTRALIAN FEDERAL POLICE AND RMIT VIETNAM

Assist facilitators, guest speakers and participants with daily administrative tasks

DATA ENTRY OFFICER

March 2017- June 2017

MARKET RESEARCH DEPARTMENT - RMIT UNIVERSITY VIETNAM

Enter written surveys into online forms

DATA CORRECTOR (INTERN)

November 2016 - January 2017

KY DUYEN COMPANY

Perform basic accounting tasks

Do translation for foreign customers if required

TRANSLATOR

August 2016 - January 2017

KIEN AN DECOR

Translate English articles into Vietnamese for marketing purposes

EXTRA CURRICULUM ACTIVITIES

VOLUNTEER

25 June 2018 - 26 June 2018

BELT ROAD INITIATIVE CONFERENCE - RMIT UNIVERSITY

Support Program Manager with administrative tasks

MEMBER OF HUMAN RESOURCES DEPARTMENT

March 2017 - July 2018

RMIT ACCOUNTING CLUB

Organise club events, new members interviews and recruitment

MEMBER OF PROGRAM TEAM

March 2017 - October 2017

LINKING ALL PROFESSION 2017 - CAREER CONFERENCE - RMIT ACCOUNTING CLUB

Create contents, choose revenues and guests for the event

Achievement: Best Member

ACCOUNTING MENTOR

June 2017 - September 2017

ACCOUNTING INCREDIBLE MENTOR - RMIT ACCOUNTING CLUB

Run revision classes for Accounting in Organization And Society subject

Assist students with exercises involving in the subject

SURVEY REPRESENTATIVE

October 2016 - January 2017

RMIT SURVEY TEAM

Encourage students to do surveys to help school improve quality

REFERENCES

Le Huyen Trang (Ms.)

Academic Administrative Officer, Office of the President & School of Business & Management, RMIT University Vietnam

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Doan Thi Vi Tuyen (Ms.)

General Director, Ky Duyen Company

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Lieu Kim Thuy (Ms.)

Marketing Leader, Accounting Incredible Mentor, RMIT Accounting Club

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CERTIFICATIONS

Certificate of Recognition for Valuable Contribution as a Program Tutor - Awarded by Joel Swenddal - Manager, Student Academic Success, RMIT University 2018

Certificate of Recognition for BEST MEMBER OF LINKING ALL PROFESSION 2017 - Accounting Club, RMIT University 2017

Certificate of Recognition for ACCOUNTING INCREDIBLE MENTOR - Accounting Club, RMIT University 2017

Certificate of Recognition for ARLEMP 43 - Awarded by Phillip Dowler - Head of Hanoi Campus, RMIT University 2017