



# Phạm Trung Nguyễn

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## OBJECTIVE

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To get more experience and skills that I should take before graduating. I also want to challenge myself how I apply what I learned into this job.

## EDUCATION

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2016 - present	<b>Saigon Institute of Technology</b> Major: International Business
2012 - 2016	<b>Ho Chi Minh City University of Architecture</b> Major: Civil Engineering

## WORK EXPERIENCE

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June 2014 - November 2014	<b>Family Mart Convenient Stores</b> Cashier Main responsibilities: <ul style="list-style-type: none"><li>- receive payment by cash, check, credit cards, and automatic debits.</li><li>- Issues receipt, refunds, credit or changes due to customers.</li><li>- Maintain clean and orderly checkout areas.</li><li>- Resolve customers complaints.</li><li>- Answer the customers questions, and provide information on producers or policies.</li></ul>
June 2016 - August 2016	<b>Marketing Department of Saigon Institute of Technology</b> Part-time Telesaller <ul style="list-style-type: none"><li>- Making the phones to essential customers.</li><li>- Invite high school students and their parents to attend consulting careers at Saigontech.</li></ul>
March 2017 - June 2017	<b>The Max English Center</b> Teaching Assistant <ul style="list-style-type: none"><li>- Support to the foreign teachers in classes</li><li>- Teaching English for beginner classes</li><li>- Prepare lessons materials and supervise students in classrooms.</li></ul>
August 2017 - Present	<b>Major Education - English Center</b> Teaching Assistant <ul style="list-style-type: none"><li>- Helping to develop programs of learning activities and adapting appropriate materials</li></ul>

- Providing support to children with mathematics, reading and writing.
- Teaching English for secondary and high school students

## ACTIVITIES

July 2014	<b>Tay Nguyen Youth Summit</b> Member of Tay Nguyen Youth Summit
June 2017	<b>Saigontech IT bootcamp 2017</b> Supporter
June 2017 - Present	<b>Global Navigator - AIESEC in FTU HCMC</b> Member of Global Navigator - AIESEC in FTU HCMC Summer 2017
June 2017 - July 2017	<b>The 7th South and Southeast Asian Association for The Study of Culture and Religion (SSEASR) International Conference</b> Volunteer

## HONORS & AWARDS

Fall 2016	Dean's list for remarkable improvement in ESL Department of Fall 2016
June 2017	Dean's list for remarkable improvement in ESL Department of Spring 2017
June 2017	Certificate of Recognition of outstanding contribution of Saigontech extracurricular activities in the academic year of 2015 - 2016
July 2017	Certificate of Appreciation for participation in Global Navigator Project hosted by AIESEC in FTU HCMC
July 2017	Certificate of Appreciation for Energetic Giver in Global Navigator Project hosted by AIESEC in FTU HCMC

## SKILLS

<b>Language</b>	<ul style="list-style-type: none"> <li>- Able to speak and write English well.</li> <li>- Can speak basic communication French.</li> </ul>
<b>Computer</b>	Word, Excel, Powerpoint
<b>Soft skills</b>	Communication skills, interpersonal skills, leaderships.

## INTERESTS

- Playing soccer and volleyball ( Team sports exhibiting both qualities)
- Traveling ( I have been almost provinces in Mekong Delta and middle of Vietnam)
- Reading books ( self-study books, novels, economic newspaper)