

# CURRICULUM VITAE

**Desired Employment:** Training Coordinator

**Desired Employer:** TMA Solutions Vietnam

## Personal Profile

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- **Full Name:** VO NU HONG CHAU
- **Address:** 328/29 Nguyen Thi Minh Khai, Ward 5, District 3, HCM City.
- **Nationality:** Vietnamese
- **Gender:** Female                      **Birth day:** March 26<sup>th</sup>, 1993
- **Mobile:** 01677671578
- **Email:** vnhchau.2603@gmail.com

## Achievements

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- **Scholarship for Excellent Performance in Entrance Exam 2011:** Awarded by International University
- **Good Degree for Bachelor of Finance and Banking:** Certificated by International University

## Education

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[2011 – 2015]                      Major: Finance & Banking  
**Institution:**                      International University, HCMC National University  
**Grade achieved:**                79.5 (in scale of 100)

## Work Experience

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11/2011 - 12/2013

**Job Position: PR Assistant**

**Company: Masso JSC (Marketing Soluttion Provider)**

Main duties performed: **Translating freelance.**

- Survey punchier and collector for Masso Group in IR project and consultancy projects.
- **Main translator** and reviewer for bulletins and website
  - + DPM website in 2012
  - + DPM's Quarterly Investor Bulletins projects (from 2011 to 2013)
  - + BIDV project (translating experts' curriculum vitae) in 2013

Write-up freelancer in some PR retaining projects such as O'Star, VietGAP, SingaporeTourism Board (Press release translation and media monitoring).

**08/2015- Now**

**Job Position: Part time Copywriter**

**Company: Masso JSC**

Main duties performed: Assisting in PR project of **Vinhome Timescity Park Hill I & II**

- Writing PR papers for newspaper and magazines. The typical ones are showned follow
  - + “Park Hill- Những điều tốt nhất mẹ dành cho con”- Published on “The Gioi Phu Nu” magazine on July 21,2015. [online](#)
  - + “Hoàn tất 5 năm lần thứ nhất bằng việc sở hữu căn hộ Park Hill”: [detail](#)
  - + “Park Hill- Không gian sum vầy thế hệ” : [detail](#)
  - + “Shophouse Park Hill - Hàng hiếm bất động sản”: [detail](#)
  - + “Shophouse – Xu hướng sở hữu bất động sản sinh lời mới”: [detail](#)
  - + “Park Hill- điểm kết nối các kế hoạch 5 năm của bạn”: [detail](#)
- Writing and **scheduling facebook posts** for Vinhome Timescity Park Hill I & II fanpages: “Người Vinhomes” and “Vinhome”.

**08/2015- Now**

**Job Position: Sale officer.**

**Company: VNP Group JSC.**

Main duties performed: Teleselling products and service of Vatgia.com:

- Telesale to contact and find new customer on **Marketing online** services: E-stores, SEO, Social Media Ads: Facebook, Zalo, Viber..., banners.
- Taking care of customer service.

## **Skills**

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### **Language:**

- Frequent use of English in all skills: writing, reading, speaking, listening.

### **Interpersonal:**

- Effective communication and interaction in both Vietnamese and English.
- High willingness to share, support and learn from Colleagues.
- High performance of leadership, team building and presentation.
- Well-performing both individual tasks and teamwork in: **planning, analysing, organizing, translating, and reporting.**

### **Technical:**

- Frequent use of electronic devices such as projectors, computers, cameras or recorders.
- Frequent use office applications such as Microsoft Word, Power Point, Excel and other applications.

### **Other:**

- Having discipline and professional working style, ability to work under high pressure;
- Good at mathematics and digital problem-solving.

- Strong financial background: deep understanding about financial market, banking and investment.

## Hobbies and Interests

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My biggest interests are Mathematics and Language. I love the way Languages move people. And the same way for Mathematics, I was always inspired by the way digits or figures tell their stories, which gave me the passion with Mathematics and digital problems. Hence, when I'm at bad mood, I usually solve Maths problem. I also love writing. I also love inspiring and sharing with others. They make my life more meaningful.

In my free time, I often relax by listening to music, watching sport shows and reading books.

## Referees

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### **Vo Thuy Tien**

PR Manager of Masso JSC

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### **Duong Thu Trang-**

Head of Masso JSC Representative office in Hanoi

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