

Nguyen Ngoc Thanh Tuyen

Curriculum Vitae

Ho Chi Minh City | Phone: 0707132502 | Email: tuyenthanh9116@gmail.com



Core Competencies

- Operational skill
- Project management
- Analysis mindset
- Work well under pressure
- Presentation skill
- Fearless

Education

Bachelor Degree 2014 - 2018

Ho Chi Minh City University of Education

Faculty of French

Diplomatic training course 4/2018 - 5/2018

HCMC Department of Tourism

learn how to perform and communicate more effectively in a multicultural environment

Professional Experience

Operations Executive 5/2019 - current

Zion - VNG Corp.

- Apportion budget and setup budget plan for UniPass project of ZaloPay
- Work with ERP platform to purchase devices and follow rate of progress
- Connect with Legal to proceed contracts, documents
- Manage stock for the project

Project leader 4/2017 - 5/2019

Arduino Day 2018 and 2019

- Scale up to 200 attendees
- Connect with press, set-up marketing plan and acquire speakers
- Coordinate an annual event for Arduino Community in Vietnam
- Acquire volunteers and divide into groups to assign tasks

Business Analyst & Admin 11/2018 - 3/2019

Capgemini Vietnam

- Discuss and get the requirements from France then write requirement documents for developers to config such as HOPLA.
- Join call meetings from France and write meeting minutes.
- Administration in managing employee management systems/websites of company in Vietnam & France: Sharepoint, Clarity
- Quality control for data migration from Teamforge to Sharepoint

Event coordinator 3/2018 - 5/2018

FAN4 - The 4th FabLab Asia Network Conference

- A Digital Fabrication (3D printing, laser, CNC,...) conference hosted annually in Asia
- manage F&B as well as logistics plan and its budget; make city-tour plan for guests, booking & reservations, etc.

Activities

- **Administrator** of Arduino Việt Nam group on Facebook
- **English Interpreter freelancer** – AAE (Access American Education) at AAE Higher Education Exhibition

Community

- **Community Service Collaborator/Leader** –YMCA organization- lead partial-trip volunteers of SP Alumni Workcamp at Phuoc Thanh primary school, Da Lat (Singaporeans)
- **HCMC Department of Tourism** –Volunteer & Leader in Travel Division of International Travel Expo (2015-2017)
- **Volunteer** – Fablab Saigon, Forbes Vietnam, HCMC Department of Foreign Affairs, ASEAN Youth Friendship Network (Vietnam), HCMC Union of Friendship Organizations
- **Charity** – support project of Aztec Systems helping poor students at Can Gio

Tech Proficiency

- Applied Informatics
- Microsoft Office Suite
- Proshow Producer
- Photoshop

Certificates

- Certificate of Applied Informatics by HCMC University of Science
- Certificate of Fablab Saigon
- Certificate of Applancer JSC (Topdev)
- Certificate of HCMC Department of Tourism (ITE 2015, 2016 & 2017)
- Certificate of HCMC Union of Friendship Organizations
- Certificate of HCMC Department of Foreign Affairs
- Certificate of SJ Vietnam
- Certificate of Access American Education
- Certificate of International Exchange

Project Coordinator of Mobile Fablab Vietnam 2016 & 2017 7/2016 - 7/2017

Fablab Saigon

- Coordinate the project, manage the entire budget for the trip, taking care of all team members and attendees for: accommodation, F&B, setup venue,...
- Aim to provide tools for students in remote areas to access science and technology by teaching and training digital fabrication and basic programming to them to become a maker

Club (IEC)
• Certificate of YMCA
• Certificate of Korean Ministry of Education

Camp Leader 5/2017 - 9/2017

SJ VIETNAM (Solidarités Jeunesses Vietnam)

- Manage the workflow for the entire programs
- Make plan and coordinate activities for international volunteers

Core member of International Exchange Club (IEC) 2016 - 2017

HCMC University of Education

- Organize cultural exchange programs between international students and Vietnamese university students

Skills

Analytical skills



good problem-solving skill, good at finding errors

having strategic mindset to discover creative solutions

Foreign language efficiency



English, French, Vietnamese