

Dat H. Le

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PROFESSIONAL SUMMARY

Reliable and resourceful international relations professional with six years of experience arranging and organizing high level diplomatic activities for the Ministry of Foreign Affairs; Also served as Executive Assistant at AREVO, an industry leader in 3D printing.

WORK EXPERIENCE

C.T Group Vietnam

November 2021 – Present

Deputy Head of Corporate Affairs Division

- Collaborate with a set of cross-functional, multidisciplinary teams, to help ensure all relevant voices and priorities are represented.
- Maintain and improve the Group's relations with national and international and governmental partners.

C.T Group Vietnam

November 2021 – Present

Executive Assistant to Chairman of the Board

- Manage the BOD's working schedules, appointments, expense reports, announcements to internal departments/clients/investors, etc.
- Create a smooth and effective communication mechanism between the BOD and all internal departments.

AREVO Vietnam

April 2020 – November 2021

Senior Business Associate/Executive Assistant

- Conducted market research, synthesize results; performed administrative tasks; designed and maintained an effective e-filing system.
- Managed client and partner relationships; handled broad responsibilities; fielded an array of requests from internal/external customers.

Alabaster

April 2020 – November 2021

Associate

- Supported senior team members in the firm's marketing initiatives by updating and maintaining investor presentation materials and fund-level investment models.
- Performed detailed macroeconomic, political, social, and capital markets research on countries/regions to assess key opportunities/risks.

Ho Chi Minh City Department of External Relations

October 2014 – April 2020

Officer of Economic and Political Affairs Division

- Helped organize diplomatic and international conferences, workshops, events and prepared for the high-level municipal leaders' activities on these occasions.
- Arranged for more than 50 foreign delegations' visits to HCMC each year.
- Organized 23 City's foreign official visits to 20 localities in 18 countries.

Ho Chi Minh City Television (HTV)

March 2014 – May 2014

International News Journalist

- Gathered information and made summaries of the daily international news from sources like Reuters, Washington Post, The Economist, etc.
- Translated broadcast news scripts from Vietnamese to English and vice versa.

Life Plaza Magazine

May 2014 – September 2014

Translator/Interpreter

- Translated over 50 articles about culture and history from Vietnamese to English and vice versa which would later be published in Heritage magazines.
- Gathered information and drafted outlines and ideas for new articles.
- Helped monitor the delivery system of up to 1,000 copies per day.

DEGREES & CERTIFICATES

- Bachelor's Degree in Business English, HCMC University of Pedagogy (2013).
- Bachelor's Degree in General Law Studies, HCMC University of Law (2017).
- Certificate in Executive Leadership, Harvard Kennedy School, Harvard University (2017).
- Certificate in Public Administration, Shanghai Administration Institute (2018).
- Certificate in International Business Administration, HCMC University of Economics (2012).

PROFESSIONAL SKILLS

- Excellent individual work ethics and willingness to contribute to a team.
- Outstanding organizational, multitasking, and problem-solving abilities.
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- Fluent English (speaking, reading, writing, translating, and interpreting).