

HOÀNG ĐÌNH KHÁNH THY

WORKING EXPERIENCE

- 5/2020 – Now** **Self-learning Front-end Web Developer and work as interpreter freelancer**
- 5/2018 – 1/2020** **Secretary Division (Project Coordinator Team) Vice Manager in [UHMGROUP](#), a Hospitality managing and consulting agency**
- Head of Secretary team, incharge of building, training, planning and managing Secretary team to manage all projects of the company (clients, masterplans, risk management, ...)
- Being the account manager (project coordinator) for big projects
- Being in quality and internal control board to ensure project quality, customer satisfaction, staff high and effective performance
- Consulting, assisting and reporting to Director Board and Project Directors about all project related problems, company development and culture
- Together with all departments to build, execute, review and evaluate yearly, quarterly company plans
- Temporarily managing Human Resources Department (recruiting, building procedures, data system, HR evaluation and development...)
- 8/2017 – 4/2018** **Secretary to General Director cum Project coordinator in [UHMGROUP](#)**
- Working as a liaison between clients and project team, between General Director and other departments in the company, representing project team to clients
- Building and supporting Project Manager to manage project plans to ensure timeline and quality of all products
- Checking and consulting General Director in all aspects of the company
- Assisting and supporting all other departments to ensure product quality and customer satisfaction
- Taking part in company Event & Culture board and Internal Control board to build and develop company culture
- Building and Executing company strategic plans and risk management plans

7/2016 - 2018

Interpreting freelancer

Interpreting freelancer for [Pacific Partnership 17, 18](#) (in medications), SsangYong IT company in [ABG5](#) in Danang, UNICEF in Vietnam and Education consulting agencies.

1/2015 – 6/2016

Vice President of External Relations (Business Development) of AIESEC in Danang| a branch of AIESEC in Vietnam

Head of External Relations Department, incharge of finding, taking care of and engaging partners for social projects of AIESEC in Danang, building relationships with companies and running one of AIESEC internship exchange programs in other countries.

Managing and training 23 members, running [AIESEC Career Day 2016](#). Sales cash equivalence results: more than 60 million VND

Facilitator for Active Citizen Conference, Regional Conference, Leaders' conference of AIESEC in Danang

11/2014 – 4/2015

Organizing Committee President of [MASK Project](#) of AIESEC in Danang

Organizing the MASK project with 30 attendees from high schools and universities in Danang, 2 international students (one from Germany, one from Egypt) with 3 workshops, 1 2day-1night camp, 2 learning events in English

EDUCATION

2021 – 2022

Front-end web developer (HTML, CSS, JS, React)

2012 – 2016

Bachelor | Translation and Interpreting in English

The University of Foreign Language Study

The University of Danang

IELTS score : 7.5

Degree classification : Very good

GPA : 3.52/4

SKILLS & HOBBIES

Values

Innovative, responsible, result & solution oriented, self-improvement obsessive

Skills

Front-end web coding, communication, presentation, project organization and management, problem analyzing and solving, critical thinking, leadership, training, coaching, fast-learning, risk managing

Languages

English, Chinese: Second language

Vietnamese: First Language