



Curriculum Vitae

DO KIEU TRANG

PERSONAL DETAIL

Date of birth: February 10th, 1994

Place of birth: Ho Chi Minh

Address: Block A2-003 Hung Ngan Garden, Duong Thi Muoi Street, Dong Hung Thuan Ward, District 12, Ho Chi Minh City.

Phone : 058 33 253 50

Email : cakra183@gmail.com

Gender: Female

Health : Good

Marital Status: Single

EDUCATION

- April 2017 TOEIC: 485
- 2012 – 2017:
Major: **Indonesian Studies - Oriental Studies** – University of Social Sciences and Humanities Vietnam National University Ho Chi Minh City.
- September, 2013 - September, 2014: Darmasiswa Scholarship Programme - Jakarta State University.

RELEVANT EMPLOYMENT

- October 2014 – October 2015
Position: English tutor
English tutor for pupils from grade 2 to grade 4
- February 2016 - September 2017: HOA SEN FURNITURE CO.LTD
Position: Salesperson

As a Salesperson. The task: Introducing the latest products to customers, answering customer questions about the products they want to buy, selecting products that match customer demand, counting items. In addition, my job is to receive and manage products.

- August 2017: PRUDENTIAL VIETNAM
Position: Telesales (Full-Time)
- July 2018: POKI LEARNING ASIA DAM SEN PARK (POKIDS)
Position: Teacher (Part-time)
- August 2017: Freelance 123 CO.LTD
Position: Staff Freelance Indonesian Language (Part-time)
- October 2018 – March 2019: Receptionist at SHIVA YOGA (180-182 Ly Chinh Thang Street, Ward 9, District 3, Ho Chi Minh City)
- April 26, 2019-June 25, 2019: Receptionist at PCC Chiropractic Kim Healthcare Group – Kim Dental

ACTIVITIES

- Join the English club (IEC) organized by the Department of International Relations at the University of Social Sciences and Humanities Ho Chi Minh City
- Participating in volunteer programs at Universities and abroad (In Indonesia)
- In Vietnam, I'm a volunteer and a collaborator at the youth social work center
- Voluntary blood donation in 2 times.
- Participating in the cultural exchanges of the two countries organized by the Consulate General of the Republic of Indonesia (Ho Chi Minh City)

OTHER SKILLS

Computing	Soft Skill	Foreign Language
+ Typing : 60 wpm + Expert in Microsoft Office (Word, Excel, Power Point)	+ Time management + Problem solving + Presentation + Leadership	English: + Communicating: Fluently + Writing : Good Indonesian: + Communicating: Fluently + Writing : Good

HOBBIES AND PERSONALITY

- Able to work well under high pressure, always work on time.

- Dynamic, enthusiastic, daring to do well in a competitive work environment, very responsible and active in teamwork or group work.
- Critical thinking skills.

STRENGTH AND WEAKNESS

- Strengths: Have the ability to communicate well in the Indonesian language. Fast skills to handle well. Creative ability, In addition it is the enthusiasm and desire to learn. creative ability.
- Weakness: voice