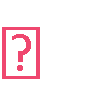
NGUYEN THI THAO VI

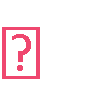


INTERPRETER, ASSISTANT, SECRETARY,

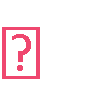
COMMUNICATION



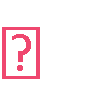
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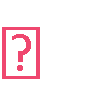
Female



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378/12

Vietnam



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* Learn more things when working in multinational companies to accumulate much experience for future promotion.
* Improve language skills, practice soft skills. - Achieve good benifits and promotion.



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Music Shopping

Reading Travelling

RE F E R E N C E S



Mr. Nguyen The Tu 0903 479 479



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Public Relationship

Teamwork

Oct 2012 - Aug 2015

Sai Gon University

Major: Associate of Teaching English



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WORK EXPERIENCE

Freb 2015 - May 2015

AMERICAN ACADEMY INTERNATIONAl

ENGLISH (AMA)

**Teaching Assistant**

* Roll up in the first lesson to make sure that children are in the right class.
* Help the teachers deal with latecomers.
* Support the native teachers in materials preparation.
* Hand out children’s work and assist in other classroom routines so that the class runs smoothly.
* Suggest student to do their task.
* Translate the meaning into Vietnamese for students.
* Give and introduce some mini game to stimulate student in learning vocabulary and speaking skill .
* Motivate children to participate in classroom activities
* Support the teachers in the supervision and monitoring of children’s work, e.g. singing, doing assignments.
* Report any incident occurring during break time to the class teacher and Manager.

**Achievements:**

* Help students feel excited in each lesson and students really love their teachers.
* Make students understanding well.
* Get better experiences in teaching English and in communication.
* Feel confident to standup in front of the students.

Aug 2015 - Present

Private Teacher

**Teacher**

-Teaching English for kids from 7 to 14 years old.

* Teaching Math and Vietnamese for primary pupils.

**Achievements:**

* Students get good marks, understanding well lesson. - More responsible for the work.

Dai-ichi Life Insurance Company of Viet Nam.

Aug 2015 - May 2016 **Financial Consultant.**

* Contact and get information of the customers.
* Consult the customers to go to the seminars and introduce about insurance programs.
* Find out their needs and give advices and make sure that customer can choose the best program for them.

* Arange, contact and prepare the seminars.

* Perform other tasks upon manager's request.

**Achievements:**

* Holding customers’s psychology well.
* Always complete assigned work.

* Excellent staff and a good sell person.

* Soft skills are improved.

June 2016 – Aug 2016

TRI LINH TRADING AND SERVICE CO.LTD

**Position:** Teaching assistant coodinator at Intercontinental language center.

* Arrange schedule and work for the foreign teacher when they teach at the primary school. - Supply information of the course guide to the teacher and the principle.
* Observe teacher in teaching, evaluatethe teaching process of the foreign teacher.
* Support the foreign teacher in teaching such as translate the difficult words to students, make game, teach grammar at the end of 30 minutes last.
* Give marks and comments to the students.

Achievements:

* Always complete assigned works.

LANGUAGE SKILLS AND COMPUTER SKILLS

Vietnamese : Mother tonge English: Advanced level in General English and Conversation.

* Speaking: good
* Listening : good
* Reading : good
* Writing : pretty good
* Translation and Interpretation : good

France: Level A (intermediate)

* Microsoft office: ( word, excel, powerpoint, outlook) - Typing skill.
* Good internet user: email, search information...