



# Bernice Van

Business Analyst

Hanoi, Vietnam

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## EDUCATION

Sep 2015 + INTERNATIONAL SCHOOL-VIETNAM NATIONAL UNIVERSITY(VNU-IS)  
↓  
Oct 2019  
Major: Management Information System  
GPA: 3.27/4  
The program is taught entirely in English

## WORK EXPERIENCE

Apr 2020 + NIW TECH CO.  
↓  
Present  
Business Analyst  
Main responsibilities:  
- Write project documentation: functions list, functional analysis document  
- Conceptualize design UI / UX & Co-operate designer perfect simulation design  
- Track and support customers when system is runned  
- Check errors in QA and live environments& Co-operate developers complete new functionality  
- Idea business development masterplan  
- Research new technologies, items for the need of projects: Integrated (OTP, digital invoice and so on), fintech, chatbot.  
- Respond to other tasks as required by the CEO.

Jul 2019 + AIC GROUP  
↓  
Apr 2020  
Information technology project technician  
Main responsibilities:  
- Design follow and UI (software project)  
- Analyze and visualize data of government organization.  
- Analyze and develop software to manage merchandise purchasd  
- Work directly with partner, consultant and customer.  
- Build demo for Intelligent Operation Center

Jul 2017 + INTERNATIONAL SCHOOL-VIETNAM NATIONAL UNIVERSITY (VNU-IS)  
↓  
May 2019  
Collaborator  
Main responsibilities:  
- Manage related technological projects: microsite student.vnuis.vn, "Isme"  
- Directly participate in the process of idea development, model building, data structure for management projects  
- Participate in ideas for media publications  
- Support counseling enrollment in online and offline channels

## OBJECTIVE

Applying the theoretical knowledge to practical task to improve the ability of real project, experience for myself as well as bring benefits to the business and society

## SKILLS

Vietnamese

English

Chinese

XD

Milestone

Creative

Analytic

Tableau

## INTERESTS

- Imagination
- Music

**Apr 2019 + OCD CONSULTING MANAGEMENT COMPANY**

↓  
**May 2019** | **Marketing collaborator**  
- Translate and posting SEO standards  
- Optimize website  
- Manage online marketing channels

**Jul 2018 + NGAN HA SCIENCE AND TECHNOLOGY ENTERPRISE**

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**Aug 2018** | **Marketing team leader**  
- Planing marketing material  
- Run real short-time marketing  
- Control marketing activities  
- Training for member

## ACTIVITIES

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**Nov 2018 + IIG VIETNAM**

↓  
**Mar 2019** | **Proctor**  
- Working as proctor in Toefl

**Sep 2016 + VIETNAM FOOTBALL FEDERATION**

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**Sep 2016** | **Liaison officer**  
- Take care Myanmar football team  
- Arrange team schedule

## CERTIFICATIONS

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**2016** VSTEP English certifications (for VNU students)

## HONORS & AWARDS

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**2018-2019** Consolation prize - 21th Eureka student research conference  
Topic: Understanding user's request in education chatbot(Statistical ML and Deep learning technique)

**2018-2019** Winner - 11th student research conference  
Topic: User indent detection in education ( Using SVM)

**2018-2019** Runner up/Poster winner11th student research conference  
Topic: Named entities recognition in education (Using CRF++)

**2017-2018** Runner up - 10th student research conference  
Topic: Building a system to manage project for NGOs (Using GG apps)

## REFERENCES

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**Dr. Oanh Tran**

Lecturer at IT department (VNU-IS)  
Email: oanhtt@gmail.com  
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**Ma. Francesco Meca**

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