



# LÊ MINH KHOA

## CONTACT

- 10/08/2002
- [Redacted]
- BINH TAN DISTRICT, HO CHI MINH
- [Redacted]
- Imkhoa108

## WORK EXPERIENCES

### ENGLISH TEACHER

KYNA ENGLISH

2023 - 2024

- Lesson Preparation:** Creating detailed lesson plans, selecting appropriate materials.
- Online Teaching:** Interacting with students, answering questions.
- Student Assessment:** Evaluating student performance through tests and assignments.
- Classroom Management:** Monitoring student progress, maintaining discipline.

### Yakult PB

YAKULT COMPANY

2021 - 2021

- Product display:** Arranging and displaying Yakult products at retail outlets in an attractive and eye-catching manner.
- Customer consultation:** Providing information about Yakult products, their benefits, storage, and usage.
- Promotional activities:** Participating in promotional events, such as sampling and giveaways.
- In-store marketing:** Decorating shelves, organizing mini-games to attract customers.

## ABOUT ME

With 1 year of experience in education, I have developed a strong passion for fostering a positive and engaging learning environment. I have a proven track record in creating interactive lesson plans, managing diverse classrooms, and building strong relationship with students and parents. My ability to communicate effectively in English, adapt to different learning styles, and resolve conflicts makes me an ideal candidate for this position.

## CERTIFICATES

- IELTS**  
09/2023  
International English Language Testing System
- MOS**  
11/2022  
Microsoft Office Specialist

## SKILLS

- Teamwork Skills
- Computer Skills
- English
- Communication

## EDUCATION

- BANKING FINANCE**  
SAI GON UNIVERSITY  
2022 - 2024

## PERSONAL BANKER (INTERN)

VIETNAM INTERNATIONAL BANK (VIB)

03/2024 - 06/2024

- **Customer acquisition:** Identifying and acquiring new individual customers.
- **Customer relationship management:** Building and maintaining strong relationships with clients.
- **Financial advising:** Providing personalized financial advice and solutions.
- **Product sales:** Selling banking products and services that meet customers' needs.
- **Account management:** Managing customer accounts and transactions.
- **Risk assessment:** Assessing customer creditworthiness and managing risk.
- **Compliance:** Adhering to bank policies and regulations.

## LANGUAGES

### ENGLISH

IELTS 6.0 (IDP)

09/2023