KHOA NGUYEN

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LinkedIn • Portfolio

Education

Bachelor's degree in International Business Economics   *Foreign Trade University*
Ho Chi Minh City   Aug 2021 - Present

- GPA: 3.08/4.0
- Relevant Coursework:
  - Probability Theory and Mathematical Statistics (4.0 /4.0): Mathematical Statistics, IBM SPSS, Hypothesis Testing.
  - Principles of Economic Management (3.0 /4.0)
  - International Business (4.0 /4.0)
  - International Investment (4.0 /4.0)
  - Business Analytics (attending): Python, Excel, Data Visualization, EDA, Random Forest, Prophet, Linear Regression.
- Awards and honors:
  - Student of 5 Merits - Vietnam National Union of Students - Foreign Trade University: Moral Courage, Academic Accomplishment, Physical Fitness, Voluntary Spirit, Integrated Competence.

Leadership & Activities

Human Resource Executive   *The Glam Music Team*
Ho Chi Minh City   Sep 2021 - present

- TGDY X Liveshow 2022 (05/2022):
  - Created a scouting report of potential stages in Ho Chi Minh City, including stage rental fees, auditorium capacity, availability of wing space, and presence of sound systems.
  - Consolidated into a spreadsheet and allocated storage locations for sponsored items.
- Recruitment Program 2022 (10/2022):
  - Created a report from application forms, using Power BI, to determine the suitable time frame for opening application form.
  - Evaluated the candidate's attitude and teamwork skills throughout the program.
  - Audio-Visual technician for the preliminary round of evaluation.
- Thich Ngu Muon Minishow (02/2023):
  - Created a scouting report of potential stages in Ho Chi Minh City, including stage rental fees, auditorium capacity, availability of wing space, and presence of sound systems.
  - Consolidated into a spreadsheet and allocated storage locations for sponsored items.

Vice President   *Song Da Tan Artistic Club FTU2*
Ho Chi Minh City   Jan 2023 - May 2023

- Internal Training Program 2023 (02/2023 - 04/2023): planned, assigned and supported the task of:
  - Conducted a focus group survey to gather information and identify the training needs specific to each team (5 teams).
  - Created and managed the 2-month program timeline.
  - Extended invitations to and liaised with the 5 suitable trainers to develop the training content.

- Executed internal communication regarding the training series included recap posts and recordings, ensuring the connection between trainers and participants both before and after each training session.

Personal Tutor   *ETeacher Tutor Company Limited*
Ho Chi Minh City   Sep 2022 - Jun 2023

- One-on-one teaching for a 12th-grade student preparing for the high school graduation exam:
  - Developed a curriculum which is tailored to the student's abilities and learning pace.
  - Delivered lectures and knowledge based on the developed curriculum.
  - Solved practice exams, combining with teaching quick and effective problem-solving methods.
  - Adviced on university environment and study orientation.

Human Resource Executive   *Entrepreneur Hub FTU2*
Ho Chi Minh City   Sep 2021 - Jun 2022

- Spring Volunteer Program 2022 (12/2021):
  - Developed a fundraising plan through sales and a lucky draw event, raising 3.000.000 VND for Mai am Quan tro Trang Khuyet.
  - Developed an interactive live stream template for the lucky draw event by using a third-party website.
- Spring Recruitment Program 2022 (02/2022):
  - Created and managed the program timeline using Google Sheets.
  - Established and maintained a group of 60 prospective candidates with interactive posts and activities.
  - Connecting managers and scheduling interviews with suitable candidates by categorizing applicants, performing data cleaning, and utilizing spreadsheets.
- YOUPRENEUR LAUNCHPAD 2022 Program (Startup Incubation and Idea Development Program) (06/2022):
  - Audio-Visual Technician.

Certifications & Courses

Microsoft Azure Data Fundamentals   Issued May, 2023
- Skills: Azure SQL Database, Azure Synapse Analytics, Azure Cosmos DB, Azure SQL Data Warehouse, Azure Data Warehouse, Data Visualization.

Certification
Microsoft Azure Fundamentals   Issued Apr, 2023

- Skills: Cloud Security, Cloud Networking, Cloud Data, Cloud Services, Virtualization, Microsoft Azure, Cloud Storage.

Course
Exploratory Data Analysis in SQL, DataCamp   Completed May, 2023

- Skills: Summarizing and Aggregating Numeric data, Working with Dates and Timestamps, Exploring Categorical data and Unstructured text.

Intermediate SQL, DataCamp   Completed May, 2023

- Skills: Sorting and grouping data, QuelYing data, Filtering and summarizing data, Selecting data.

Data Manipulation with pandas, DataCamp   Completed Mar, 2023

- Skills: Data Manipulation, Statistical Data Analysis, Data Visualization.

Intermediate Python, DataCamp Completed Mar, 2023

- Skills: NumPy, Pandas, Matplotlib, Seaborn.

Skills & Interests

Technical: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, PostgreSQL, Python, Power BI.
Soft skills: Teamwork, Communication, Fast Learner, Self Learner, Online Research.
Language:

- English: C2 level (IELTS 7.0 band score).

- Vietnamese: native speaker.