

THUY VO

Isabella



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(+84) 917 931 909



District 7, Ho Chi Minh City

EDUCATIONAL BACKGROUND

2015 - 2019

Bachelor's Degree in Cultural Studies

University of Social Sciences & Humanities - VNU HCMC

Jan 2015

Japan – Asia Youth Exchange program in Science (SAKURA Exchange Program in Science)

The Japan Science and Technology Agency

WORK EXPERIENCE

Oct 2020 - Present

Curriculum Developer (Production & Academic)

IvyPrep Education

- Build curriculums for educational products: TestPrep (IELTS, SAT, TOEFL), K-12 Programme, etc.
- Quality control and Quality assurance: receive feedbacks and fix errors, observe classes, regularly check, etc.
- Research and develop studying platforms for better use
- Input data and adjustments
- Give trainings for related departments including the BODs
- Support system-wide events regarding the Academic content
- Other tasks required

Oct 2019 - Sep 2020

Academic Coordinator (Customer Care & Academic)

IvyPrep Education - Dinh Tien Hoang Campus

- In charge of IELTS & SAT classes at IvyPrep Dinh Tien Hoang Campus including: conduct Placement Test, invite teachers, prepare materials, follow up with student's progression, supervise tests & observe classes, communicate with parents & other related departments, support & plan centre's events, other tasks required.
- In charge of IELTS product in IvyPrep Southern Region including: build workflow for the team, control quality, report & fix errors, be the main contact point between the North & South region, input data, give trainings to teachers and Academic Coordinators, other tasks required.

Apr - Sep 2019

Public Affairs Section Intern (PAS Intern)

The U.S Consulate General in Ho Chi Minh City

- Reception tasks
- Maintain the operation of the American Center Library
- Research U.S. & Vietnamese universities' profiles including contact info, application procedures & requirements, scholarship ranges, etc.
- Write reports and analyze data
- Support events
- Attend Workshops, Trainings and Meetings
- Additional tasks in required

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WORK EXPERIENCE (CONT.)

Jun - Aug 2019

Account Executive Intern

BETANAM Communications

- Write Media Clipping Report and support writing PR/Event Proposal.
- Meet with customers for briefing.
- Contact with the Press for communication scheme.
- Translate documents (English ↔ Vietnamese)
- Support events.

EXTRACURRICULAR ACTIVITIES

Sep 2019

Programme Coordinator of Graduate Fair 2019

EducationUSA - The U.S Consulate General in Ho Chi Minh City

- Research U.S. universities' profile and contact info.
- Translate documents and schools' profile.
- Create name badge and prepare brochures.
- Set and clean up event.
- Greet and guide guests.

LANGUAGE PROFICIENCY

ENGLISH

Jan 2015

IELTS 6.0 (with no band lower than 6.0)

Present

C1 lever (self-valuation)

JAPANESE

Jul 2019

JLPT N3

SKILLS

- Analytical
- Computer Literacy
- Detail-oriented
- Time Management
- Organizational
- Photography & Video production with Adobe softwares

TRAITS

- Responsible
- Honest
- Loyal
- Ambitious
- Open-minded
- Respect