



DƯƠNG ĐÌNH KHẢI

PRODUCTION ENGINEER - NESTLE

ABOUT ME

An enthusiastic, patient and dedicated person who will always be a reliable worker for the production department. My goal is to become an outstanding engineer who can provide the highest-quality work, follow to safety rules, and meet all project requirements of production.

EDUCATION

BACH KHOA UNIVERSITY (HCMUT) 08/2020 - 08/2024

School of Industrial Management

- Studying in International Study Program (100% using English)
- National Highschool Graduation examination: 26,2
- Ability test of National University of Ho Chi Minh city: 939/1200.

SKILLS

Team Management	<div><div></div></div>
MS Office	<div><div></div></div>
Identifying problems and Implementing solutions	<div><div></div></div>
Work under pressure	<div><div></div></div>
Communication Skills	<div><div></div></div>

CERTIFICATES

EF SET (2021)

75/100 (C2 Proficient CEFR)
Issued by EF Education First

IELTS (2019)

Band 6.0 (B2 CEFR)
Issued by IDP (International Education Specialists)

CONTACT

29/09/2002

ddkhai@gmail.com

Tan Phu District, HCMC

0794756838

WORK EXPERIENCES

APOLLO ENGLISH 04/2022 - Present

Teaching Assistant - Private Tutor

- Taking responsibilities in helping foreign teachers to prepare lesson plans and materials that need using in activities in class.
- Constantly supervise group tasks, look after children while they are joining in activities.
- Encouraged to use 100% English, energetically motivate youngsters in their way to learn languages.

PRIVATE TUTORING 03/2022 - Present

Tutoring in English and Mathematics

- Working one in one with the secondary student.
- Prepare materials, assignments, lesson plans based on student's individual needs and student books.
- Evaluate the progress of the students (reviewing lessons, making corrections in assignments).
- Manage efficient selection of games or recommendations of books and websites to faster excitement during the learning process.

TAN PHAT MECHANIC 04/2022 - 08/2022

Mechanical Technician Assistant

- Determining issues and making basic necessary repairs.
- Create maintenance as strategies that prevent faults for the machines.
- Record meticulous history of the machines, use it to identify and address the potential problems.

MICROSOFT OFFICE SPECIALIST (2022)

MOS Word 2016 (953/1000)

MOS Excel 2016 (1000/1000)

4MEN GROUP

10/2021 - 03/2022

Salesman

- Present, promote, and sell products to existing and potential customers by using logical arguments.
- Achievements: Facilitating store sales in meeting 80% of the company's goals. Especially, reaching 111 % of the company's target before Tet holiday.

ACTIVITIES

BACH KHOA AMBASSADOR

01/2021 - Present

Bach Khoa university's Office of Enrollment Counseling

- Assisting and coaching students in the application process for enrollment.
- Create content for the posts on the club's social media promoting the faculties of the university.

CLASS MONITOR

08/2017 - 06/2020

3 years being Class Monitor in Highschool

Assisting teachers with taking attendances, cleaning the classroom and organizing class meetings.