




# Nguyen Ngoc Linh

Manager Assistant

## CONTACT INFORMATION

 August 9, 1997

 Female

 0912024316

 linhngoc.nguyen9897@gmail.com

 Ha Dong district, Hanoi, Vietnam

## SKILLS

Office



Organizing



Public Speaking/ Communication



## EDUCATION

Aug 2016 - Jul 2020

Banking Academy of Vietnam

Major: Accounting and Auditing

GPA: 3.0/4.0

## WORK EXPERIENCE

Sep 2018 - present

ILA Vietnam

Teaching Assistant

Main responsibilities:

- Support expat teachers manage class.
- Course administrator
- Customer service

Aug 2017 - Aug 2019

English Language Company

Program Assistant

- Support foreigners during the time in Vietnam (legalise document, make appointment at embassy, health checking, training, etc.)

Oct 2019 - May 2020

Fluent Education

Country Assistant Manager

- Provide internship for expatriate teachers to teach English in Vietnam.
- Public school and university partner management
- English teacher management

Jun 2020 - Nov 2020

VUS The English center

Human Resources Teacher Department

- Screening and sourcing expatriate and native English teachers.
- Process labour and visa related paper.

## CERTIFICATIONS

7.0 IELTS certification by IDP

Microsoft Office Specialist in Word and Excel