



NGUYEN THUC UYEN

Human Resources

WORKING EXPERIENCE

Staff

PORTCOAST CONSULTANT CORPORATION
(PORTCOAST) 103/2022 - 12/2022

Administration & Financial section

- Clerical work
- Employee Profile Management
- Update the company's working schedule daily
- Other tasks: Booking airline tickets, booking hotels, organizing events for company employees, etc.

External Relations & Planning section

- Drafting and reviewing documents, Service Contracts, Employee Contracts, etc.
- Communicating with customers

Member of Executive Committee

PUBLIC MANAGEMENT DEPARTMENT - UEH
2020 -2022

- Head of Movement - Volunteering term 2021 - 2022.
- Successfully planning and organizing major programs (Volunteer Spring 2021 and 2022, Welcome new students of Course 47, etc.)
- Public Management Department won the first prize of the Performing Arts Festival to celebrate the 45th anniversary of UEH's establishment (position: leader).

Class leader

8/2019 - NOW

- Human resources management
- Connection between students, teachers and university.
- Appreciated by teachers and classmates, Successfully completed tasks during the term.

KNOWLEDGE

University of Economics HCMC
PUBLIC MANAGEMENT MAJOR

- Good Bachelor of Public Management
- Scholarship for the semester of 2019, 2020, 2022

SKILLS

- Time Management
- Analytical thinking and innovation
- Complex Problem-solving
- Communicating
- Working independently and in team
- Active learning
- Foreign language: English

CERTIFICATES

- Internet and Computing Core
- Toeic 660

OBJECTIVES

Constantly making efforts, dedicating myself to the best completion of assigned tasks. Actively learning and accumulating more experience, adapting to the environment in line with the company's vision, mission, and culture.

EXTRACURRICULAR ACTIVITIES

- International Conference on Government Performance Management & Leadership's volunteer
- Soldiers participating in the "Spring Volunteer" campaign in 2021 and 2022