

## EDUCATION

- Graduated from Lac Hong University in 2010 with Bachelor of art, major in English.
- Certificate of Human Resource Management
- Teaching Knowledge Test certificate
- Computer skills- Microsoft office (word, excel, power point, Outlook)
- Certificate of Chinese
- Certificate in soft Skills
- Certificate in Problem Solving Skills

## EXPERIENCE

### GIA KHANH CONSTRUCTION COMPANY

#### A Purchaser and an Office Worker: (2009- 2010)

##### Key responsibilities:

- Check the equipment and tools in office.
- Look for the suppliers and negotiate with suppliers to buy good things and the best price list.
- Arrange the meetings with customers for Manager.
- Attend the meetings and take notes of meeting.
- Translate all documents and inform to team.
- Arrange travel and accommodation to staff (if required)
- Other administrative as required by Manager.

### CONSTRUCTION MATERIALS AGENT

#### A Salesclerk: (2010-2011)

##### Key responsibilities:

- Meet customers and introduce products to them.
- Have meetings with customers and have negotiations with them
- Seek for the new customers and build up the relationship with them
- Make the price list for customers.

### IATELIER VIETNAM (WOOD FURNITURE).

#### A Packaging staff and A Following up Production

#### Status: (Jan-2013- April, 2014)

##### Key responsibilities:

- Test the packing materials before packing the products.
- Check the way to pack the products and take photos to make reports for Manager.
- To follow the production line and make reports for Manager.



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**N VU**

**AN ASSISTANT- CUSTOMER  
SERVICES**

 September 24<sup>th</sup>, 1985

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 19/2A, Buu Long Ward, Bien Hoa City, Dong Nai Province.

 Place of Birth: Binh Dinh

### CAREER OBJECTIVE

A position of professional staff, working in a self- motivated environment with precious opportunities for advancement in career.

### ADDITIONAL INFORMATION

- **Health:** Excellent, nonsmoking
- **Hobbies and Interests:**

Listening to music, watching TV, travelling, reading books.

- **Awards received:** Annual awards for a good student

## **BIEN HOA FOREIGN LANGUAGE CENTER**

**An Admin Staff and an English teacher: (2008- until now)**

### **Key responsibilities:**

I have been working as an English teacher that makes me feel more confident and have much experience of teaching. It also helps me to improve my communication skills.

- Make plan for recruitment and seek new candidates
- Prepare documents and tests for interviews
- Make lesson plans and prepare documents for teaching
- Make schedule for foreign teachers and prepare documents for them
- Have plans and help new teachers and train them.

## **AMERICAN HARDWOOD COMPANY**

**An Admin Officer and A Sales Executive (July- 2016- August 2018)**

I work as an Admin Officer and a sales executive I can improve my negotiation skills and solve the problems with everyone. Moreover, I know the way how to communicate and serve customers well.

### **Key responsibilities:**

- Look for the new customers
- Receive the orders from the customers, follow up and delivery products to customers.
- Make liabilities and follow up until customers pay the debt.
- Find the suppliers to buy something for office.
- Book hotels, cars and tickets for manager and guests.
- Prepare some documents and drinks for meeting.
- Follow and check to maintain the equipment.
- Look for the candidates, make plans for interviewing.
- Make schedule for training the new candidates.

## **ANH KHOA FURNITURE COMPANY**

**A Relationship customer and an Assistant Director (October- 2018-November 2022)**

### **Key responsibilities:**

- Welcome guests and introduce the company and products to them.
- Prepare documents for the meetings.
- Translate documents and interpret for managers.
- Do some tasks related to the customers' system.

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- Train and inform staffs about the new standards.
  - Support for the quality department to manage the color panels, work with customers about samples, materials and receive the information related to the quality of products and materials and inform to team.
  - Get the information about standard from customers and inform team about it.
  - Prepare and check the materials before sending to Lab for testing.



## SKILLS

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- Be good at communication
  - Have organization skills
  - Have dependability
  - Be honest
  - Have collaboration Skills
  - Be able to work under pressure
  - Have a high sense of responsibility
  - Have a high level of enthusiasm
  - Spoken and written English
  - Be able to negotiate well
  - Have problem solving Skill
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