



RELEVANT EXPERIENCES:




- **Head of Organizing Department (August 2011 – May 2012):** Held leading role in organizing annual club programs in association with other departments: One day volunteer program; Vocational Consultancy and Enrollment Program “FTU – Way to the Ocean”
- **Experiences of using some softwares for multimedia product:** camtasia, vegas movie studio, subtitle edit...

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MY KEY VALUES:

- ✓ Having interest in HR;
- ✓ Critical thinking;
- ✓ Soft skills: communication and deal with customer;
- ✓ Teamwork; time management;
- ✓ Work under high pressure.

CAREER EXPERIENCES

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|---|--|------------------------------------|
|  | Freelancer for multimedia project - Use softwares (camtasia; vegas movie studio HD, subtitle edit...) to record video, synchronize voice and add subtitle for multimedia product. | Hanoi, Jan 2016-present |
|  | Income Auditor - Organize, secure, and maintain all files and records in accordance with document retention and confidentiality policies. - Support clienta, other sections (AR; GC; Sale; Front desk...) to respond any issue related to revenue posting and billings; - Audit, statistic, finance and accounting. Reconcile revenue postings. - In charge of other task assigned by high level management | Hanoi Sep 2014 – Jan 2016 |
|  | Assistant, Department of Academic Affairs - Spearhead a team of five in processing roughly 11,000 freshman applications and building an electronic database system in June 2012, 2013 and 2014, increasing efficiency by 50% compared to the previous year. | Hanoi June 2012 – June 2014 |

SOCIAL ACTIVITIES

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|---|--|--------------------------|
|  | Institute of Population, Health and Development - Volunteer of International Honors Program 2013) - Assist American students with collecting information on field trips | Hanoi Nov 2013 |
|  | ✓ Member of Organizing Department (October 2010 – July 2011) ✓ Head of Organizing Department (August 2011 – May 2012): Leading role in organizing annual club programs in association with other departments: - One-day Volunteer Program to Canh Village, Hoai Duc, Hanoi with about 100 volunteers. Objectives were to visit and help children exposed to Agent Orange and veterans - Vocational Consultancy and Enrollment Program “FTU – Way to the Ocean” with 500 students and parents | Hanoi Oct 2010- May 2012 |

EDUCATION BACKGROUND

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|-------------|---|
| 2010 – 2014 | Foreign Trade University Major: International Business Economics GPA: 3.16/4.00. Classify: Good |
| 2007 - 2010 | Nguyen Hue Gift High School Major: French |

ACHIEVEMENT

| Prize | Organization |
|--|---|
| Bronze Prize in “Mekong Business Challenge 2014” | Mckinsey & Company |
| Certificate for Outstanding Performance in Extracurricular Activity | Foreign Trade University Youth Union |
| Certificate for Active Participation in “Vietnam Family Day 2012” | Vietnam Exhibition Centre for Culture & Arts |
| Certificate for Outstanding Performance in “International Honors Program 2013” | Institute of Population, Health and Development |