**CURRICULUM VITAE**

**CONTACT INFORMATION** 

Full name: Thi Thuy Hang Nguyen

Date of birth: 01/03/1985 Address: Hà Đông,Hà Nội

Degree: Master of Arts Language: English, Japanese

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**EDUCATION AND QUALIFICATIONS**

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| Graduation year  **06/2012** | **University of Keele – United Kingdom** |
| Master of Arts |
| Major subject: International Business  Academic achievements : - 08/2010: Awarded The University of Keele Scholarship (3000 pound) |
| Graduation year  **12/2007**    **WORKING EXPERIENCE**  **From 02/2013 to 2015**  **From 09/2011 to 10/2012**  **From 01/2008 to 08/2010**    **From 11/ 2003 to 12/2007**    **COMPETENCES**  **INTERESTS**  **REFEREES** | **Thang Long University - Viet Nam** |
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| Bachelor of Arts  Major subject: Business Administration  Academic achievements: - 12/2007: Awarded excellent bachelor degree of Thang Long University  Academic staff and teacher for some centres and organizations (Hinode center, Samurai Company).  Part-time jobs in the United Kingdom  + Translator and tourist guide : Helped Vietnamese tourists and other foreigners when they visited United Kingdom and some European countries.  + Volunteer: Supported and helped many charity shops and organizations such as: British Heart Foundation, Barnado, Believe in children, Oxfam ...  Administration officer and assistant for director - Dong Vuong Company, Viet Nam.  - Provide assistance and support to customers as well as officers of the company  - Implementing and developing administrative systems  - Build up, maintain good relationship with customers  - Provides leads, information to the sales and marketing offices regarding business potential, competitor activities and new products, services and all activities within the company.  - Assist the director in many other business activities.  Part-time jobs in Ha Noi, Viet Nam  + Tutor: Taught English and Japanese for many students  + Marketer, translator and interpreter  **Japanese:** 3 kyu (Level 3), **English**: IELTS 6.5  - Attention to detail and accuracy when managing information.  - Ability to work independently and as part of a team  - Cooperate with other members of Student Union to organize many social activities such as: voluntary, music and cultural activities…  **Communication skills:** Participated in communication programmes organized by universities in Viet Nam and United Kingdom  -Acquired experiences about effective communication methods after studying, working and travelling in Viet Nam and UK as well as ability to work under pressure.  **Computer:** Good at Windows XP, Word, Excel, Power Point.  Passionate for travelling (natural and cultural attractions) and making friends with many people who come from different countries around the world.  Photography, reading, social activities…  Laurence Fuller, Head of Records and Examination  Planning and Academic Administration  Tel: +44(0)1782733053  [www.keele.ac.uk](http://www.keele.ac.uk)  University of Keele, Staffordshire, United Kingdom  Email: [studentrecords@paa.keele.ac.uk](mailto:studentrecords@paa.keele.ac.uk)  Tel: +44(0)1782734000  Thang Long University, Ha Noi, Viet Nam  Email: [p.cntt@thanglong.edu.vn](mailto:p.cntt@thanglong.edu.vn)  Tel: (84-4) 38587346  Tien Tran  Director of Dong Vuong company, Hai Phong, Viet Nam  Expected interpreting allowance from May 15th to 17th : USD200 |