



# Nguyen Bich Ngoc

## PERSONAL PROFILE

I'm a self-motivated medical graduate who has extensive knowledge in clinical research. Moreover, I prefer to help everyone to prevent and treat disease through article.

## CONTACT INFORMATION

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Dong Da, Ton Duc Thang, Hanoi

## MY EXPERTISE

- Clinical Research
- Ability Work Independently and Team Well
- Excellent Organization and Time Management
- Read and Translate Medical Document in English

## EDUCATIONAL HISTORY

### Bachelor Nursing in Advance Program- Hanoi Medical University

September 2012 - March 2017

- GPA: 3.3/5
- TOEFL ITP: 483

## LANGUAGES

Vietnamese: *Native*  
English: *Intermediate*

## WORK EXPERIENCE

### Translator Collaborator - VnExpress

*August 2020 - Present / Hanoi*

- Proactively find and translate medical news

### Writer Freelance

*Jun 2020 - July 2020 / Hanoi*

- Worked on several projects from conceptualization to delivery. Conducted reports and analysis
- Wrote SEO articles

### Sale Admin - IDSMed Vietnam Medical System

*January 2020 - May 2020 / Ho Chi Minh City*

- Worked with accounting and management team to set budgets, monitor spending, processing payroll and other expenses.
- Planned, scheduled, and promoted office events, including meetings, conferences, and training sessions.
- Constructed tender documents

### Medical Secretary - Bach Mai Hospital

*October 2019 - December 2019 / Hanoi*

- Supported administrative procedures.
- Acted as member of the project: Assessment quality of life in the brain cancer patient after gamma treated.

### **Clinical Research - Medplus1 JSC**

*March 2019 - September 2019 | Hanoi*

- Supported in administrative and process of clinical study according to protocol and ICH-GCP
- Coded, evaluated, interpret collected study data
- Recorded adverse event, side effect, severe adverse event and confer with investigator to oversight agencies.
- Clinical Trial Experience: 2 intervention studies, phase III (hepato-cellular carcinoma oncology project and stroke project)

### **Clinical Research - Big Leap Research JSC**

*March 2018 - March 2019 | Hanoi*

- Supported in administrative and process of clinical study according to protocol and ICH-GCP
- Coded, evaluated, interpret collected study data
- Recorded adverse event, side effect, severe adverse event and confer with investigator to oversight agencies.
- Clinical Trial Experience: 3 interventional study, phase III; (2 oncology project and 1 neurology project) support one audit project, support two projects on the closing period.

### **Foreign Nursing - Japan International Eye Hospital**

*June 2017 - March 2018 | Hanoi*

- Responsible for the eye vision test
- Took care of the foreign patients: register, assess, assist surgery, consult, guide taking medicine
- Conducted medical report form for foreign clients

## **CERTIFICATIONS & COURSES**

### **University of Nebraska Medical Center**

*November 2015*

- Participated in the emergency medicine team.

### **Global Health Course In Vietnam**

*January 2016*

- Participated with Sweden students. Achieved Study of the global health pattern and health determinants.

### **Tomorrow Marketers Academy**

*May 2020*

- Participated in Marketing Foundation course.