

HOANG HUE ANH

hoanghueanh9@gmail.com | Mobile: (+84) 86 8856 911 | Hanoi, Vietnam

PERSONAL INFORMATION

Full name: Hoang Hue Anh

Date of birth: September 26th

Country of birth: Hanoi, Vietnam

Languages: Vietnamese, English

OBJECTIVE

As an individual with a pure heart, I look forward to the opportunity to work with a company that concerns environment and/or education issues.

EDUCATION

Diplomatic Academy of Vietnam (2013 – 2018)

Major: International Relations

GPA: 3/4

STRENGTHS

- **Personal Quality:**

Sociable, enthusiastic, hard-working, self-improvement, teamwork as well individual work ability, great sense of responsibility

- **Skills:**

- Time management, Planning, Problem-solving
- **TOEIC: 830/990; Speaking: 110/200; Writing: 180/200**
- Fluent English (reading, translating and writing skill)

- **Proficient in using MS Office, Adobe Photoshop, Premiere, Lightroom, CamStudio, Vyond and Internet searching tools**

EXPERIENCES

- **Content editor at Smartschool (6/2019 – 7/2020)**
 - Making Vyond creative education videos for purpose.
 - Creating educational slideshows.
 - Collecting images and videos.
 - Recruiting English editors.
 - Correcting grammar and spelling errors in lesson plans.
 - Solving technical problems.
- **Translator of “[The secret daughter](#)” – BachVietBooks**
- **Translator of “[Get Smart!](#)” – 1980Books**
- **Translator of “[Draw a Better Business](#)” – 1980Books**
- **Translator of “[Raising Humans In a Digital World](#)” – 1980Books**
- **Intern in the Faculty of International Politics and Diplomatic Studies - Diplomatic Academy of Vietnam**
 - Collecting and translating materials from English to Vietnamese.
- **Volunteer teaching English at Volunteer for Education Organization**
 - Provide instructions of English to primary students; uphold and encourage the practice of attained knowledge through classes and outdoor activities; co-operate in the project’s activities, report to the Education Coordinator.