

## Contact

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## Top Skills

User Interface Design  
UX Research  
Legal Research

## Certifications

Foundations of User Experience (UX) Design

# Nguyen Mai Anh

UX/UI Designer  
Hanoi Capital Region

## Summary

Hello, I'm Mai Anh. Let's connect to expand the social recruiting and share working skills together

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## Experience

VietinBank  
UX/UI designer  
February 2024 - Present (1 year 4 months)  
Hanoi, Hanoi, Vietnam

Maritime Bank Vietnam  
UI UX designer  
September 2022 - May 2024 (1 year 9 months)  
Hanoi, Hanoi, Vietnam

- Communicating with Project members to creating fully elements for designing phases (user flows, benchmarking,...)
- Joining in interviews to understand user's needs
- UI testing
- Providing solution in designing user centric product
- Creating designs based on related documents

MEERKAT TECHNOLOGY JOINT STOCK COMPANY  
UX Designer  
September 2021 - October 2022 (1 year 2 months)  
Hà Nội

- Working closely with the Product owner to evaluate and obtain in-depth understanding of the product to ensure UI/UX will solve user pain points and enhance the user experience
- Doing research and interview to get the insight of future-user
- Presenting the solution of people in needed to the stakeholder
- Being in-charge of low-fi & hi-fi wireframe in the first beginning of project
- Conveying and explaining ideas to the Development Team

Công ty cổ phần quốc tế VAls Việt Mỹ (St Paul American School Hanoi)

Project Assistant

October 2020 - July 2021 (10 months)

Overall whole plan at the first beginning of project:

- Human resource budget proposal.
- Working closely with legislation department to prepare legal dossiers
- Communicating to the stakeholder
  
- Keeping update and securing the project timeline
- Taking in-charge of recruitment process in the staff level
- Making daily report to General Director directly

JLS Vietnam JSC. (Caramel English Centre)

Operation Assistant

January 2019 - October 2020 (1 year 10 months)

Hanoi, Hanoi, Vietnam

- Welcoming and directing new staff
- Managing, receiving and saving all staff information, Staff Document and data base
- Making the probation contract, labor contract, Service contract following the request
- Taking in-charge of each position's job description, updating and changing appropriately
- Receiving and sorting incoming mail for delivery to appropriate staff - Organizing recruitment: posting, receiving information, arranging interview
- Making appointment/schedule for interview or internal meeting
- Observing and evaluating staff's performance
- Building company policy upon request of HR Manager and Director/center Manager/Branch Manager
- Taking in-charge of Employee benefits (Social insurance, Allowance, ...)
- Transferring information from upper manager to Staffs
- Making report to HR Manager/Branch Manager/Center Manager
- Managing and observing quantity, the status of Company assets

WORK EXPERIENCE- Managing the staff, student, parents and visitor Caramel entry system

- Managing the maintenance of the Caramel's confidential

computerized database of information (IMS System) on students and staff

- Checking and making report about the daily number of students
- Observing student's learning process and giving the idea for Academic department
- Giving the idea and joining in operated Company events, activities,...

BIDV - Ngân hàng TMCP Đầu tư & Phát triển Việt Nam

Customer Service Representative

November 2016 - August 2018 (1 year 10 months)

Hanoi, Hanoi, Vietnam

Job tasks:

- Guiding and observing customers to complete their needs
- Answering customers's questions.
- Consulting and giving the advice for customers about company's services

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## Education

Banking Academy of Vietnam

Bachelor's degree, Banking, Corporate, Finance, and Securities

Law · (September 2015 - September 2019)

Hanoi Law University

· (March 2021 - July 2023)