



NGUYEN THI HONG VAN

A BACHELOR OF BUSINESS MANAGEMENT AT RMIT UNIVERSITY WITH EXPERIENCE IN HR, SERVICE AND TRANSLATION. GINGERLY IN RELATIONSHIP AND SOLUTION ORIENTED ARE THE MAIN ELEMENTS THAT I CONCENTRATE IN THE FUTURE CAREER TO BE HR MANAGER IN FIVE YEARS GOAL.

EDUCATION

BACHELOR OF BUSINESS MANAGEMENT

Stream : Business Information System

RMIT VN University | 2013 - 2016

EXPERIENCE

EDITOR, TRANSLATOR

Kites.vn | June 2014 - Present

Kites is a large site in Vietnam about making Vietnamese subtitle for a large number of foreign films with high quality.

- Translate US – UK series and Korean drama with English subtitle frequency

SERVICE (Part-time) at Marukame Udon

Toridoll VLotus Company | August - November 2015

Marukame Udon is chain stores selling traditional udon noodles of Japan. They have nearly 800 stores in Japan, nearly 100 stores in other countries and 7 stores in Vietnam.

- Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guests' expectations.

HR EXECUTIVE

Victoria Resort and Spa | January - August 2017

The Victoria Sapa Hotel is part of the Victoria Hotel chain of Thien Minh Group.

- Process necessary documents for foreign employees.
- Handle things related to reward and punishment of employees.
- Receive, process and apply for new employees

SKILLS

- Basic knowledge about Data Modeling and ERD
- Time management
- Communication skill
- Teamwork
- Leadership
- Translate from Vietnam to English and vice versa

EXTRACURRICULAR ACTIVITIES

Charity group for Sapa's children – Team leader (2013 – present)

- Organize three charity trips each year to help poor children at mountain place

Secretary and HR at RMIT Vietnam Badminton Club

August 2015 – June 2016)

- Organized Badminton Open tournament with 20 universities around HCMC
- Manage all documents related to the athlete, participating universities, and sponsors

Clean Up Vietnam 2016 – Organizer (February – 2016)

- Organize Clean Up Vietnam 2016 in Quy Nhon city with more than 20 members and 200 secondary school student

OTHERS

- Language: English (IELTS 6.5), Chinese (Basic)
- IT: MS Office
- Interests: watching football, volunteer travel, and making subtitle for foreign videos

CONTACT

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