

# DUONG MINH HIEU

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## EXPERIENCE

### SELF-EMPLOYED

Hanoi, Vietnam

#### Freelance English Tutor

Jul 2022– June 2024

- Tutored 03 secondary school students in English.
- Developed personalized lessons and increase their learning results by at least 30% in 3-month term

### TECHVIFY SOFTWARE

Hanoi, Vietnam

#### Business Development Intern

Apr 2023 – Jul 2023

- Conducted global market research, identifying growth opportunities and potential clients.
- Created marketing materials and presentations, contributing to over 15 client meetings in 3 months.
- Secured progression to the next stage in the sales process for 3 clients.

## EDUCATION

### FOREIGN TRADE UNIVERSITY

Hanoi, Vietnam

#### Bachelor of International Business Administration

Sep 2021 – Present

- GPA: 3.58 | Expected Graduation: Dec 2024

## LEADERSHIP & ACTIVITIES

### ENACTUS FTU HANOI

Hanoi, Vietnam

#### Deputy Head of External Relations Department

Apr 2022 – Mar 2023

- Managed partner relationships and sought collaboration opportunities.
- Trained 12 ER Department members on project operations.
- Led fundraising efforts, securing over \$3,000 for 5 different events.

## CERTIFICATION

Google - Google Data Analytics

May 2024

HackerRank – SQL Advanced Certificate

May 2024

Simplilearn – Power BI for Beginners

June 2024

IDP - International English Language Testing System (IELST): 7.0

March 2020

## PROJECTS

### [Github Repository](#)

<b>Excel</b> <ul style="list-style-type: none"><li>• Vinh Phuc Province Credit Accessibility Analysis</li></ul> <b>SQL</b> <ul style="list-style-type: none"><li>• Covid 19 Exploratory Analysis</li><li>• Nashville Housing Data Cleaning</li><li>• World Life Expectancy Analysis</li></ul>	<b>Power BI</b> <ul style="list-style-type: none"><li>• World Life Expectancy Analysis</li><li>• Data Professional Survey</li></ul> <b>Tableau</b> <ul style="list-style-type: none"><li>• Covid 19 Visualisation Analysis</li></ul> <b>Python</b> <ul style="list-style-type: none"><li>• Basic EDA of Stock Analysis</li></ul>
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## SKILLS

**Language:** English(Advanced), French(Intermediate)

**Computer:** SQL, Advanced Excel, Power BI, Tableau, Python, R