

**NGUYEN THI DIEM**

**Receptionist**

**PROFILE**

**Date of birth**: 11/10/1993

**Gender**  : Female

**Phone** : 0979326182

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**Address** : Hong Phong, Ninh Giang District, Hai Duong

**OBJECTIVE**

To obtain a position as a receptionist where I can maximize my organizational skills in a challenging environment, thus achieving a high degree of work efficiency.

**HOBBIES**

Reading, listening music, travelling.

**EDUCATION**

**Oct 2012 – Present**

* Ha Noi University of Science and Technology, School of Foreign Language (Senior)
* Major: English for Science and Technology

**WORK EXPERIENCE**

**May 2015 – November 2015**

* Taking part in public English group
* Helping foreigners find a job
* Teaching Vietnamese for foreigners
* Being a guide for Western people

**June 2015 – August 2015**

* Interning as a translator at Dr.Localize Co. Ldt
* Translating magazines, articles, documents from English into Vietnamese and vice versa.

**SKILLS**

**Language**

* English: Fluent in reading, listening, speaking and writing skills

**Computer**

* Good at Microsoft Word, Excel, Power Point

**Soft skills**

* Good at team building.
* Enthusiasm and responsibility.
* Ability to work independently.
* Ability to work in a stressful, fast-paced environment

**EXTRACURRICULAR ACTIVITIES**

* Taking part in English clubs at Langmaster English center
* Joining Red Cross Blood Donation Club.