



# TRUONG THAO NGA

Regulatory Affair assistant

**Date of birth:** Jan 10, 1995

**Gender:** Female

**Phone:** (+84) 907 198 980

**Email:** truongthaonga@gmail.com

**Address:** 4, St. 4, Conic Residence, Phong Phu Ward, Binh Chanh Province, Ho Chi Minh City

## OBJECTIVE

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- Leverage knowledge in Pharmacy major and self-study specialized document ability to complete all duties in Pharmacist role.
- Developing my English skill.

## EDUCATION

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Oct 2010 - May 2014	<b>Can Tho University of Medicine and Pharmacy</b> Major: Pharmacy GPA: 3.03/4
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## WORK EXPERIENCE

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Aug 2018 - Present	<b>BIG LEAP RESEARCH JOINT-STOCK COMPANY</b> Clinical Research Coordinator Main responsibilities: <ul style="list-style-type: none"><li>- Support study team to operate study procedure</li><li>- Support Regulatory Document submission relating to study</li><li>- Transmit and update local data to global system</li></ul> Recognition and Gains: <ul style="list-style-type: none"><li>- Manage relationships and communication skill because of work featuring</li><li>- Team working and individual working skill</li><li>- Get along with working under high pressure</li></ul>
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## SKILLS

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<b>Language</b>	- English: Communicate, read and translate specialized documents.
<b>Computer</b>	- Use Microsoft Word, Excel and PowerPoint well.
<b>Communication</b>	- Communicate well, get along with working under high pressure.
<b>Teamworking</b>	- Manage relationship and coordinate group members to complete job assignments
<b>Work under pressure</b>	- Get along with working under high pressure (example working in hospital environment)

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## CERTIFICATIONS

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2017 - Basic Informatics certificate.

2018 - TOEIC certificate with score 830.

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## HONORS & AWARDS

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2015-2016 2nd Semester 2015 - 2016 Scholarship.

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## ACTIVITIES

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Oct 2016 - Jul 2017 **CTUMP - FOR CHILDREN CLUB**  
Volunteers  
- Listen and encourage children to overcome current situation.- Make job assignment and solve suddenly problems.

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## INTERESTS

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Reading book, watching movies.