

# CURRICULUM VITAE (CV)

[Nguyen Thi Thanh Xuan]



## I- PERSONAL DETAIL

1. Name: Nguyen Thi Thanh Xuan
2. Gender: Female
3. Date of birth: March 28<sup>th</sup>, 1991
4. Place of birth: Dong Nai
5. Nationality: Viet Nam
6. ID number: 272044267
7. Issue on: July 04<sup>th</sup>, 2006
8. Place of Issue: Dong Nai
9. Permanent Address: 95 Highway 1A, Hung Binh Hamlet, Hung Thinh Commune, Trang Bom District, Dong Nai Province
10. Current Address: 175/87/12 Street No. 2, Quarter 1, Tang Nhon Phu B Ward, District 9, Ho Chi Minh city
11. Mobile number: 0985.829.895
12. Email: [thanhxuancalla@gmail.com](mailto:thanhxuancalla@gmail.com)
13. Marital status: Single

## II- OBJECTIVE

Seeking a challenging position of PRODUCT TRAINING ASSISTANT/ MEDICAL COMMUNICATION SPECIALIST within a reputable dynamic organization. Perhaps to contribute my knowledge and skills, towards the growth of Organization and Self.

## III- SUMMARY OF SKILLS

- Flexibility, result-oriented with good selling skills through about one year of professional experience in working and selling of pharmaceutical products at Hoang Yen Pharmacy.
- Able to research and analytical thinking, as evidenced by my research on in-house standard building in graduated thesis in July 2018.
- Developed strong communication network with subject leaders such as – physicians, staff members, hospital manager and pharmacists. I regularly participate in philanthropic activities to poor and remote areas along with doctors and pharmacists to provide free medical treatment and medicine.
- Familiar with major computer applications like MS Word, PowerPoint, Excel and the Internet.
- Excellent command over written and verbal communication (English level B and TOEIC 550).

#### IV- MAIN WORK EXPERIENCE

Company name	From To	Position and main responsibility
<b>Institute of Applied Materials Science</b>  Address: 01A, TL29, Thanh Loc, district 12, Ho Chi Minh city	July 2017 - July 2018	<b>Position:</b> Internship and perform graduate thesis <b>Main responsibilities:</b> <ul style="list-style-type: none"> <li>- In-house standard building</li> <li>- Join paper writing group and publish one article on proceedings of IWNA 2017 under name: Redox responsive polyethylene glycol conjugated poly (amodoamine) dendrimer nanocarriers for controlled CB delivery.</li> </ul>
<b>Thong Nhat General Hospital</b>  Address: 234 Highway 1, Tan Bien Ward, Bien Hoa City, Dong Nai Province	May 2018 – June 2018	<b>Position:</b> Internship <b>Main responsibilities:</b> <ul style="list-style-type: none"> <li>- Arranging and distributing pharmaceutical products</li> <li>- Provides drug information to patients and their families.</li> <li>- Checking prescriptions for errors, ensuring they're appropriate and safe for the individual patient.</li> </ul>
<b>Hoang Yen Pharmacy</b>  Address: Thong Nhat District, Dong Nai province	Summer vacation in 2014 - 2017	<b>Position:</b> Pharmacist <b>Main responsibilities:</b> <ul style="list-style-type: none"> <li>- Verifies prescriptions</li> <li>- Consults with customers, patients regarding use of medications and potential drug interactions.</li> <li>- Interviews, counsels patients and/or families, answer drug information questions and increase medication adherence.</li> </ul>
<b>ISC company</b>  Address: Cong Hoa Street, Tan Binh District, Ho Chi Minh City	August 2012 - August 2013	<b>Position:</b> Consultant <b>Main responsibilities:</b> <ul style="list-style-type: none"> <li>- Answer phones from customer</li> <li>- Help to immediately resolve and mediate customer complaints.</li> <li>- Collaborate with management to complete necessary projects.</li> <li>- Complete basic bookkeeping and record keeping duties.</li> <li>- Copy, update, and organize various office documents; complete data entry as needed.</li> </ul>

## V- EDUCATIONAL BACKGROUND

College/University	Bachelor/Diploma	Major	Training time
Lac Hong University	BS in Pharmacy	Pharmaceutical Hospital	September 2013 – July 2018
College of Finance - Customs	Diploma in Management of Information System	Management of Information System	September 2009 – August 2012
Customs department of Ho Chi Minh City	Certificate of customs declaration	Customs declaration	November 2011- August 2012

## VI- REFERENCES

### **Dr. Dang Thi Kim Thanh**

Position: Hospital Director

Thong Nhat Hospital

Relative: Mother

Mobile number: 0933.090.339

Email: [bsdangthikimthanh@gmail.com](mailto:bsdangthikimthanh@gmail.com)

### **Bpharm. Luu Minh Khoa**

Position: Medical representative

Roche Diagnostics Vietnam Co. Ltd

Relative: Brother

Mobile number: 0989.044.422

Email: [minhkhoea.89@gmail.com](mailto:minhkhoea.89@gmail.com)

### **M.Sc. Nguyen Anh Khoa**

Position: Researcher at Institute Applied of Materials Science

Relative: Supervisor

Mobile number: 0965.285.242

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