

Curriculum Vitae

Name: **DUONG THI NGOC MAI**



May 10, 1995



Female



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CAREER GOALS

Short-term goals:

- Become a professional sales staff and positively contribute to the company.
- Develop problem-solving and communication skills to build relationships with customers and colleagues, thus enhancing the overall prestige of the company by my presence.
- Accumulate experience to handle the workload quickly and effectively.

Long-term goals:

- Bring added value to the company and be promoted from within.
- Align my personal development to the company's long-term development.

EDUCATION

09/2013 - 05/2018

HUE COLLEGE OF MEDICINE AND PHARMACY

Bachelor of Pharmacy

GPA: 8.53/10.

ACHIEVEMENTS / HONOURS

- Top 3rd in Graduating Class 2018
- Top 7th Da Huong 2015/16 Scholarship – Hoa Linh Pharmaceutical Co. Ltd
- KOVA Prize 2017/18 – KOVA Paint Co. Ltd
- Full Scholarship from Hue College of Medicine and Pharmacy University for Academic Excellence
- Duong's Family Scholarship for Academic Excellence
- First prize in the online photography competition: "Gui nguoi phu nu toi yeu" - 2018 – HueInfo.

SKILLS

- Effective Communication
- Ability to work under high pressure
- Team Player

- Self-motivation
- Personal drive.

CHARACTERISTICS

Personalities:

- Positive attitude
- Enthusiasm
- Integrity.

Strengths:

- Determination
- Dedication
- Adaptability
- Endurance
- Tenacity.

Hobbies:

- Staying up to date with current medical information
- Reading and expanding general knowledge
- Gathering with friends
- Travelling.

WORK HISTORY

QUANG DAO PHARMACY – 76 Chi Lang St, Hue city.

8/2016 – 2/2017

Apprentice

- Warehouse: Inventory of stock in and stock out, storing and retrieving of pharmaceutical products / medication, recording invoices from buying and selling transactions.
- Retail establishment: Identify and distinguish some common medication, display and locate pharmaceutical products and medication on shelf, sell and consult on medication and medication usage for patients.

HONG LAN 1 PHARMACY – 03 Le Thanh Ton St, Hue city.

6/2017 – 9/2017

Apprentice

- Warehouse: Inventory of stock in and stock out, storing and retrieving of pharmaceutical products / medication, recording invoices from buying and selling transactions.

HONG LAN 12 PHARMACY – 70 Ngo Quyen St, Hue city.

10/2017 - 12/2017

Apprentice

- Identify and distinguish common medication, locate and display medication on shelves, manage sales and consult about drug usage for patients.

GRADUATING SCIENTIFIC RESEARCH THESIS

1/2018- 5/2018

Sub Project Leader. My Graduating Dissertation forms part of a larger research paper titled “Molecular modelling studies on flavonoid derivatives as dual site inhibitors of acetyl cholinesterase”.

- Conducted secondary research involving the collation, summary and synthesis of existing research from online sources
- Translation of English documents, papers and scientific journals
- Analyse, design and completed the dissertation.

INTERNSHIPS – 2015-2016 and 2017-2018

- Drug, Cosmetic and Food Quality Control Centre of Thua Thien Hue province
- Department of Pharmacy - Department of Health of Thua Thien Hue province
- Medipharco Pharmaceutical Joint Stock Company
- Pharmaceutical Faculty - Hue College of Medicine and Pharmacy Hospital.

HUEINFO – 2017-2018

- Contributor by translate Hue travel articles from Vietnamese into English

HANDS FOR HOPE Inc. – 2017

- Volunteer Coordinator of events and compilation of student files for the Education Program

Tutoring – 2013-2014

- Taught Mathematics and Chemistry for year 11 students

Online Business – 2016 - 2017

- Sold stationary online

ADDITIONAL INFORMATION

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- Joined the Earth Hour program in 2014
 - Join the charity group to provide relief gifts to people in flood-prone areas
 - Regularly participate and support various charity events within local community, charity groups and the temples
 - Join the flashmob dance in 2015 to welcoming new students and Hue Festival.

REFERENCES

Will be provided upon request.