******Curriculum Vitae**  
Name: **DUONG THI NGOC MAI**

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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 onlinephotography 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

* 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.