**CURRICULUM VITAE (CV)**

[Nguyen Thi Thanh Xuan]

**I- PERSONAL DETAIL**

1. Name: Nguyen Thi Thanh Xuan 2. Gender: Female 3. Date of birth: March 28th, 1991

4. Place of birth: Dong Nai 5. Nationality: Viet Nam

6. ID number: 272044267 7. Issue on: July 04th, 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 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**

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| **Company name** | **From**  **To** | **Position and main responsibility** |
| **Institute of Applied Materials Science**  Address: 01A, TL29, Thanh Loc, district 12, Ho Chi Minh city | July 2017 - July 2018 | **Position:** Internship and perform graduate thesis  **Main responsibilities:**   * In-house standard building * 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. |
| **Thong Nhat General Hospital**  Address: 234 Highway 1, Tan Bien Ward, Bien Hoa City, Dong Nai Province | May 2018 – June 2018 | **Position:** Internship  **Main responsibilities:**   * Arranging and distributing pharma-ceutical products * Provides drug information to patients and their families. * Checking prescriptions for errors, ensuring they’re appropriate and safe for the individual patient. |
| **Hoang Yen Pharmacy**  Address: Thong Nhat District, Dong Nai province | Summer vacation in 2014 - 2017 | **Position:** Pharmacist  **Main responsibilities:**   * Verifies prescriptions * Consults with customers, patients regarding use of medications and potential drug interactions. * Interviews, counsels patients and/or families, answer drug information questions and increase medication adherence. |
| **ISC company**  Address: Cong Hoa Street, Tan Binh District, Ho Chi Minh City | August 2012 - August 2013 | **Position:** Consultant  **Main responsibilities:**   * Answer phones from customer * Help to immediately resolve and mediate customer complaints. * Collaborate with management to complete necessary projects. * Complete basic bookkeeping and record keeping duties. * Copy, update, and organize various office documents; complete data entry as needed. |

**V- EDUCATIONAL BACKGROUND**

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| **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**

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| --- | --- |
| **Dr. Dang Thi Kim Thanh**  Position: Hospital Director  Thong Nhat Hospital  Relative: Mother  Mobile number: 0933.090.339  Email: [bsdangthikimthanh@gmail.com](mailto:tiendungnguyen2201@gmail.com) | **M.Sc. Nguyen Anh Khoa**  Position: Researcher at Institute Applied of Materials Science  Relative: Supervisor  Mobile number: 0965.285.242  Email: [anhkhoa94nguye@gmail.com](mailto:anhkhoa94nguye@gmail.com) |
| **Bpharm. Luu Minh Khoa**  Position: Medical representative  Roche Diagnostics Vietnam Co. Ltd  Relative: Brother  Mobile number: 0989.044.422  Email: [minhkhoa.89@gmail.com](mailto:tiendungnguyen2201@gmail.com) |  |