



# NGUYEN THUY DUNG

📍 HO CHI MINH, VIETNAM



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## PROFESSIONAL SUMMARY

Self-motivated professional with 5+ years of experience in project management and start-up environment. Seeking to start a career as Business Analyst for BigIn to work alongside a diverse team and involve in providing strategic solutions for businesses. Result-oriented with eager to learn and proven ability to deliver tasks on time under strict deadlines.



## EDUCATION

### National Economics University

Bachelor of Economics, Banking & Finance, 2014



## EXPERIENCE

Vietnam Bank for Social Policies -> 08/2018 – 03/2022

### NINH THUAN /// BANKING OFFICER

- Established and maintained communication with multiple stakeholders involved in credit process;

Pizza 4PS -> 12/2016 – 06/2018

### HANOI /// PROJECT COORDINATOR

- Worked closely with the strategy and functional leadership teams to define operational initiatives and project milestones;
- Monitored the daily progress of the project and handled arising problems/changes.
- Cultivated collaboration between external vendors and internal project team.

APEC Group -> 08/2015 – 04/2016

### HANOI /// PROJECT ASSISTANT

- Communicated with various departments to keep everyone on board about any changes to the project plan
- Planned meetings and provided updates to project managers



## SKILLS

### TECHNICAL SKILLS:

- Project Management
- CSS
- HTML
- SQL
- Data Analysis
- UI/UX design & screen mockup tools
- Business Process Modeling tools
- Writing SRS and UC documents

### SOFT SKILLS:

- Ability to communicate both verbally and in writing, fluently in English
- User experience in complex software systems
- Ability to drive project timelines to completion with a cross-functional team
- Ability to multi-task and work under pressure
- Willingness to learn new tool sets and processes
- Detail-oriented skills and analytical thinking
- Proven ability to use Microsoft Office tools (Advanced Excel, Word, Powerpoint in particular) & Google Suite

## COURSES

- LinkedIn Learning, Agile Analysis Weekly Tips
- FPT Information System, Practical Business Analysis for Fresher
- BACs, Business Analysis Fundamentals
- Codecademy, Software Design Principles
- Udemy, Business Analysis Fundamentals