



Bui Thi Diem My

## CONTACT

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Dang Xa, Gia Lam, Hanoi

## SKILLS

### MULTI-TASKING



### INTERPERSONAL



### COOPERATION



### OFFICE COMPUTER



### WORDPRESS



### DESIGN (PTS,AI)



### VIDEO EDITOR



## SOCIAL

facebook.com/ReiVongola  
yuui.flourite  
linkedin.com/in/bui-my

## Social Work Experience

- Nov/2013  
Logistic  
Mix and Match Garage Sale  
Receive items, classification, prepare faculty, sales
- Dec/2013  
Fundraising  
VPV - "Dong Am Yeu Thuong 2013"  
5 million VND was donated as my effort in fundraising for the project
- Sep/14-jan/15  
Volunteer  
CSDS Local Supporter  
Support international volunteers at special education center and hospital
- Dec/2014  
Volunteer  
OneSight Project in Vietnam  
Translator, interpreter for International doctors and engineer in Nam Dinh province

## Education

- 2011-2015  
Foreign Trade University  
Bachelor of Administration - GPA 3.49

## Work Experience

- 2012-2014  
Home Tutor (English and Mathematics)
- Sep/13-May/14  
Betterday Organic Shop  
Sales assisstant
- 2014 - now  
Translator - Freelancer
- April/15-Feb/16  
Akira Technologies  
Digital marketer  
Online marketing (SEO, website administration, FB marketing, Google marketing)
- March/16 - Feb/18  
British International Institute - Joint Programmes  
Programme Manager/CEO's Assistant  
Assist CEO in joint programmes between Birmingham City University and University of Economics and Law/ Hanoi Financial and Banking University: HR (recuit, manage, training staff), manage partnership with stakeholders, key contacts, academic-related tasks (translation, proposal writing, make presentation, etc)

## Languages

JAPANESE

Beginner

ENGLISH

IELTS 7.0

## Referees

Pham Hai Linh - Product Manager  
Akira Technologies  
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Nguyen Thi Phuong - Manager of International Development  
British International Institute  
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