



# Bui Thi Diem My

## CONTACT

- 0165 517 3835
- diemmy.bui93@gmail.com
- 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 Sales assisstant  
Betterday Organic Shop
- 2014 - now Translator - Freelancer
- April/15-Feb/16 Online marketer  
Akira Technologies Online marketing (SEO, website administration, FB marketing, Google marketing)
- March/16 - now Programme Coordinator cum Assistant  
British International Institute - Joint Programmes Assist CEO and managers in joint programmes between Birmingham City University and University of Economics and Law/Hanoi Financial and Banking University: recruit, manage staff, manage partnership with universities and institutes, academic-related tasks

## Languages

- JAPANESE Beginner
- ENGLISH IELTS 7.0
- FRENCH Beginner

## Referees

- Pham Hai Linh - Product Manager  
Akira Technologies  
hailinh.akira@gmail.com
- Nguyen Thi Phuong - Manager of International Development  
British International Institute  
phuongnt@uel.edu.vn