

**NGUYEN NGOC OANH**

Date of birth : 30 March 1998

Address : 7 Chau Van Liem Street, Hai Chau District, Da Nang City, Vietnam

Mobile : (+84) 765966756

Email : ngocoanh3003@gmail.com

**EDUCATION**

**Bachelor of Business Administration Sep 2015 – Oct 2020**

**University of Economics – The University of Danang**

* Accumulated GPA: 3.63 /4.00

**Mathematics Specialized Student Sep 2013 – Jun 2016**

**Le Quy Don High School for the Gifted, Danang**

**ACADEMIC ACHIEVEMENT**

**Graduation**

* 1 out of 6 excellent graduates of the Faculty of Finance in 2020

**Scholarship**

* 3 years partially-funded at University of Economics – The University of Danang

**Language**

* IELTS 7.5

**WORK EXPERIENCE**

**Registration & Admin support/ Test day staff/ Chaperone Jan 2021 – Present**

**IDP Education (Vietnam) Branch in Danang**

* Provides administrative, clerical, and office support
* Maintain the general filing system to file
* Identify and leverage opportunities to increase cooperation, efficiency, and operational effectiveness between the administration team and operational teams
* Assist other staff and test-takers on test day
* Accompany the minor from the moment of entry to a secure and restricted testing area until the minor is returned to a responsible legal guardian after the test

**Sales Assistant (Intern) Sep 2018 - Apr 2020**

**Trong Toan Safety Company Limited**

* Research on the demand of customer
* Connect to introduce the products current and potential clients
* Manage sales process; respond to inquiries and resolve complaints from customers over the phone

**COMMUNITY ACTIVITIES**

**Participant of Thanh Duc Parish Student Association Sep 2016 – Present**

**Volunteer at World Cleanup Day Sep 2019 – Oct 2019**

* Contribute in operation

**Catechist of Thanh Duc Parish, Danang Diocese Jul 2018 – Sep 2020**

* Participate in religious education for children by teaching the Catholic principles