



PHAN DANG BAO TRAN

INTERNATIONAL BUSINESS GRADUATE

DATA ANALYSIS ENTHUSIAST



13 April 2003



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Hoa Xuan Ward, Cam Le District,
Danang City



[LinkedIn](#)

OBJECTIVES

I am a motivated and detail-oriented International Business graduate with a strong foundation in data analysis, project management, and cross-cultural teamwork. Eager to apply my analytical skills and global perspective to support organizations in making informed, strategic decisions. I am committed to continual learning, embracing challenges, and growing into a valued contributor in any professional environment.

EDUCATION

2018 - 2021

PHAN CHAU TRINH HIGH SCHOOL

2021 - 2024

DANANG UNIVERSITY OF
ECONOMICS - CENTER OF
INTERNATIONAL EDUCATION

- BTEC Higher Nationals Level 5
- GPA: 480/480

2024 - Present

COVENTRY UNIVERSITY,
UNITED KINGDOM

- BA (Hons) International Business
Top-up

SKILLS

- Office IT
 - Microsoft Offices
- Data Visualization
- Basic Statistical Analysis
 - Excel, SPSS, Jamovi
- Market Research & Analysis
- Project Management
- Collaboration & Teamwork
- Problem-solving
- Time Management
- Effective Communication
- Critical Thinking

LANGUAGES

- Vietnamese (Native)
- English (Fluent)

WORK EXPERIENCE

English and Maths Teaching Tutor OCTOBER 2021 - AUGUST 2024

- Develop analytical and problem-solving skills.
- Adapt teaching methods for diverse learning styles.
- Utilize data-driven approaches to track student progress.
- Demonstrate critical thinking and attention to detail.
- Manage schedules and maintained detailed records.

ILA Center - Danang Teaching Assistant AUGUST 2024 - PRESENT

- Assisted foreign teachers in classroom management and lesson delivery.
- Prepared and organized teaching materials and supported classroom activities.
- Supported grading and student inquiries.
- Facilitated communication between teachers, students, and parents.
- Coordinated with relevant departments to optimize student learning.

CERTIFICATIONS AND AWARDS

- Vocation Degree in Office Information Technology with grade Good Performance 2019
- Certificate in General English and English for Academic Purposes Level 4 - Grade 85.8/100 2022
- Vietnamese Standardized Test of English Proficiency (VSTEP) Certificate B2 2023
- Top 19 German Business Association (GBA) Business Challenge 2023 2023
- CIE Merit Scholarship in school year 2021-2022 and 2022-2023 2021-2023

REFERENCE

Ananta Kumar Kar

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Pham Anh Tu

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