
DO DUC THANH THUY

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Position applied for: Project Coordinator

Personal Statement

A Campaigner (ENFP) with strong communication skills and organizational skills gained through participating in a wide range of projects, events and cross-cultural experiences from educational environment to working environment, now finding an opportunity in order to contribute a part to international integration tendency in Vietnam via cultural, artistic and sporting exchange.

Work experience

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| Mar 2019 - Present | APPLICATION ENGINEER <i>ATC Medical Equipment & Supplies Company Limited</i> <ul style="list-style-type: none">• Being in charge of installation, user guidance and maintenance of endoscopy and mammography systems• Managing customer database (<i>43 hospitals and clinics</i>)• Organizing medical expertise conferences and exhibitions (<i>Vietnam Gastrointestinal Endoscopy Congress 2019 - Ha Long</i>)• Implementing projects related to purchasing or selling medical devices |
| Sep 2017 - Jun 2018 | COLLABORATOR <i>School of International Education - Hanoi University of Science and Technology</i> <ul style="list-style-type: none">• Supporting staff members to organize annual events: freshmen welcoming, scientific conferences and student competitions• Managing SIE English Club and Scientific Researching Subcommittee• Planning student activities among the school |
| Mar 2014 - Jun 2016 | INTERNSHIP <i>Ha Thanh Medical Company Limited</i> <ul style="list-style-type: none">• Translating business meeting with foreign partners• Organizing exhibitions and events to promote the company (<i>Vietnam Medi-Pharm Exhibition 2015, 2016 and 2017</i>)• Managing customer database (<i>27 hospitals and clinics</i>) |

Education

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|---------------------|---|
| Sep 2015 - Jun 2019 | BACHELOR OF BUSINESS ADMINISTRATION <i>Hanoi University of Science and Technology - Vietnam</i> <ul style="list-style-type: none">• GPA: 3.30• General: Business management knowledge• Graduation thesis: B2B marketing in a medical company |
| Sep 2018 - Feb 2019 | GLOBAL BUSINESS PROGRAMME <i>FH Joanneum University of Applied Sciences - Graz, Austria</i> <ul style="list-style-type: none">• Exchange student |

Projects

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| 2018 | Asian Physics Olympiad <i>Ministry of Education and Training - Vietnam</i> (25 countries participated with 400 students and 100 teachers) |
| 2017 | German - Vietnamese Best Business Idea Award <i>Hanoi University of Science and Technology</i> (40 teams participated with 125 candidates) |

Volunteer Leader:

- Planning activities and Leading volunteers team (40 members) to guide contestants
- Controlling routine activities and reporting to the highest manager in order to rapidly solve problems arising

Implementer:

- Managing candidates, planning and establishing activities of the competition

Languages

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| 1 | Vietnamese Native speaker |
| 2 | English Competent user |
| 3 | German Limited user |

Skills

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| 1 | Communication Skills <i>Strength: 7/10</i> Translating business meetings and group working within the university when studying abroad |
| 2 | Organizational Skills <i>Strength: 7/10</i> Organizing exhibitions, events and conferences |
| 3 | Video/Image Design <i>Strength: 6/10</i> Proshow Producer, Photoshop |
| 4 | Presentation Skills <i>Strength: 8/10</i> Good at Powerpoint and Prezi |
| 5 | Applications <i>Strength: 9/10</i> Microsoft Office Suite: Word, Excel, Outlook, PowerPoint |

Honours and awards

Ernst Mach Grant for studying in Austria

- The Ernst Mach Grant holder 2018 - OeAD Austria

Young Startup 2018 - Academy of Finance

- (over 40 teams joint)
- The first runner achievement

Excellent achievement in study - School of International Education

- Outstanding academic achievement in 2017 and 2018