

DO THUY

Campaigner (ENFP)

Add: Thanh Xuan, Hanoi | Mobile: (+84) 966 843 581 | Email: thuyddt@sie.edu.vn

in www.linkedin.com/in/Do-Thuy



Working experience

APPLICATION ENGINEER

Mar 2019 - Present

ATC Medical Equipment & Supplies Company Limited

- Installing, user guiding, maintaining and repairing of endoscopy, mammography systems
- Managing customer database, customer relationship (**CRM Viet** platform)
- Monitoring the usage of devices
- Surveying customer satisfaction, conducting marketing researches
- Organizing conferences and exhibitions (*Vietnam Gastrointestinal Endoscopy Congress 2019 - Ha Long*)
- Implementing projects
- Interpreting for meetings and translating technical materials
- Building and implementing KPIs system
- Monitoring administrative documents via **Base Request** platform
- Training new technical employees

STUDENT EVENTS COORDINATOR

Sep 2016 - Jun 2018

Hanoi University of Science and Technology

- Developing plan for and organizing student events
- Coorganizing admission programs and career orientations
- Organizing cultural exchange programs
- Managing Scientific Researching Subcommittee: *Monitoring studying activities, promoting scientific researching*
- Alumni network connecting
- Supporting students implementing administrative procedures
- Assisting students to find and apply **scholarships**
- Organizing self-studying groups for students
- Founder of SIE English Club - HUST: *Study plan development*
- Translating foreign materials for students

INTERNSHIP

Mar 2014 - June 2016

Ha Thanh CME CO., LTD

- Translating business meeting with foreign partners
- Organizing exhibitions and events (Vietnam Medi-Pharm Exhibition 2015, 2016 and 2017)
- Managing customer database (27 hospitals and clinics)
- Ware house management

Education

BACHELOR OF BUSINESS ADMINISTRATION

Sep 2015 - Jun 2019

Hanoi University of Science and Technology (Vietnam)

- Classification: Very Good (GPA: 3.3)
- Expertise: Project management, Applied statistics in business
- Researches conducted: Student satisfaction survey in using parking garage, dormitories and library
- Fluently using: **SPSS, EVIEWS**

GLOBAL BUSINESS PROGRAMME

Sep 2018 - Feb 2019

FH Joanneum University of Applied Sciences (Austria)

- Fully funded: **Ernst Mach Grant** to study in Austria
- Academic activity: Researching assistant at Health Perception Lab
- Cross-cultural activity: Event supporter at International Relation Office
- Working activity: Collaborator at OeAD housing office Graz

Languages

- **Vietnamese:** Native speaker
- **English:** IELTS 6.0
- **German:** CEFR A2

Honours & Awards

First Runner (IEB team)

Young Startup Ideas 2018 (Academy of Finance)

Scholarship Holder

Ernst Mach Grant for studying in Austria 2018 (OeAD Scholarship)

Great Contributor

Volunteer leader - APhO Vietnam 2018

Good Participant

ASEA Uninet Summer University 2018

Positive Contributor

School of International Education 2018

The High Achievement in Study

School of International Education 2016, 2017 & 2018

The Successful Volunteer

Goethe Institute 2017

The Professional Organizer

German-Vietnamese Best Business Idea 2017

Membership

OeAD Scholars & Alumni

Erasmus Student Network UNI Graz

Activity Experience

Volunteer Team Leader 2018

Asian Physics Olympiad 2018

Ministry of Education and Training

(25 countries participated with 400 students and 100 teachers)

- Planning all activities for the competition
- Leading volunteers team (40 members) to guide contestants
- Controlling routine activities, directly reporting to highest manager
- Organizing cross-cultural events/activities
- Organizing sightseeing tours for contestants

Organizer 2017

German - Vietnamese Best Business Idea Award

Hanoi University of Science and Technology

(40 teams participated with 125 candidates)

- Promoting/communicating the competition
- Attract contestants and audiences via official website, fanpage
- Managing candidates
- Planning and establishing activities of the competition
- Organizing training and knowledge sharing sessions
- Connecting the winners with investors after the competition

Student Events Organizer 2017 - 2018

Hanoi University of Science and Technology

Anual events and activities

- | | | |
|-------------------------------------|-----------------------------------|----------------------------------|
| • SIE 2IK16 freshmen welcoming 2018 | • HUST scientific conference 2018 | • Sing Out Loud Competition 2018 |
|-------------------------------------|-----------------------------------|----------------------------------|

Admission programs and career orientations

- | | | |
|---|--|-----------------------------------|
| • Tran Phu high school (Hai Phong 2017) | • Marie Curie high school (Hanoi 2018) | • Bach Khoa Open day (2017 &2018) |
|---|--|-----------------------------------|

Cultural exchange programmes

- | | |
|--|---|
| • International Summer University 2018 | • Asian Studies Program 2018 (within ASEA-UNINET network) |
|--|---|