

# BUI HOANG HUY

Operations Officer Candidate – Apollo English Center

☎ 0326540994 | ✉ [huy.buihoang2301@gmail.com](mailto:huy.buihoang2301@gmail.com) | 🌐 [Portfolio](#) | 💼 [LinkedIn](#)

---

## PROFILE SUMMARY

Motivated and organized professional with experience as a Teaching Assistant at Apollo English. Skilled in supporting teachers, managing students, and ensuring smooth class operations. Able to handle tasks efficiently and use technology to improve daily workflows and office processes. Eager to learn from mistakes and resolve conflicts to improve the center's workflow.

---

## CORE SKILLS

- **Operational Support:** Class scheduling, attendance tracking, data management, teacher assistance, reporting.
  - **Tools:** Google Workspace, Microsoft Office Suite
  - **Soft Skills:** Problem-solving, communication, teamwork, adaptability, and attention to detail.
  - **Languages:** English (IELTS 6.0), Vietnamese (Native)
- 

## EXPERIENCE

### Teaching Assistant (TA)

Apollo English Center | March 2024 – Present

- Supported class operations including attendance tracking, student performance recording, and classroom preparation.
- Assisted teachers in managing activities and maintaining a positive, engaging learning environment.
- Communicated with parents and academic staff to ensure accurate student information and timely feedback.
- Collaborated with the operations teams to maintain smooth daily workflows and class schedules.

### Operations & System

Integrated Education System Project | Oct 2024 – Jun 2025

- Developed an LMS-like system.
  - Coordinated operations for managing students, teachers, and administrative data.
  - Participated in planning and reporting sessions to improve operational flow and data consistency.
  - Basic understanding about Learning Management Systems.
-

## RELEVANT EXPERIENCE

### Software Development Intern

Becamex IDC | Mar – July 2024

- Supported operational workflows by maintaining documentation and tracking project milestones in a team-based environment.
  - Assisted in coordinating sprint tasks (Agile Model), ensuring timely delivery of project objectives.
- 

## EDUCATION

Bachelor of Software Engineering - Eastern International University | 2020 – 2025 (*Awaiting degree*)