BUI HOANG HUY

**Operations Officer Candidate – Apollo English Center**

📞 0326540994 | ✉️ [huy.buihoang2301@gmail.com](mailto:huy.buihoang2301@gmail.com) 🌐 [Portfolio](https://portfolio-website-drab-theta.vercel.app/) | 💻 [GitHub](https://github.com/towh2301) | 💼 [LinkedIn](https://www.linkedin.com/in/huy-bui-hoang-7a3679255/)

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, student data management, teacher assistance, workflow coordination.

**Administrative Management:** Reporting, document organization, internal communication, and process optimization.

**Technical & System Tools:**

 Data systems: MySQL, Google Workspace, Microsoft Office Suite

 Basic programming: Java, TypeScript, Python

**Soft Skills:** Problem-solving, communication, teamwork, adaptability, and attention to detail.

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|  | **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.

Untitled 1

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 and academic teams to maintain smooth daily workflows and class schedules.

Operations & System Coordinator

**Integrated Education System Project** | Oct 2024 – Jun 2025

Coordinated backend operations for managing student, teacher, and administrative data.

Supported course, profile, and notification systems to ensure seamless daily processes.

Participated in planning and reporting sessions to improve operational flow and data consistency.

**GitHub:** course-service | [profile-service](https://github.com/towh2301/profile-service)

RELATIVE

System Admin

**TOIN** | July – October 2024

Working at System Admin role helped me gain more knowledge about different aspects of IT industry, it’s not only Software but also Hardware.

Maintaining the IT infrastructure and applying networking knowledge to resolve the problem.

Assisting and understanding the client's needs when they are using technology relative devices and softwares.

Software Development Intern

**Becamex IDC** | Mar – Jun 2024

Gained experience in team-based workflows, effective communication, and sprint-based task coordination.

Untitled 2

Assisted in maintaining structured documentation and tracking operational

progress to meet project milestones.

EDUCATION

**Bachelor of Software Engineering**

Eastern International University | 2020 – 2025 *(Awaiting degree)*

Untitled 3