



THAO VY NGUYEN

Fourth-year students
majoring in Business Administration

CONTACT INFORMATION



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170/9 Highway 13, Ward 26, Binh
Thanh District, Ho Chi Minh City

EDUCATION

Business Administration Department
Vietnam - Japan Institute of
Technology Ho Chi Minh City
University of Technology (Hutech)

Duration: 2019 - 2023

(expected graduation in December)

- Student achieved excellent academic performance in the academic year 2020-2021; 2021-2022;
- Student awarded the 5 Good Student by the Central Level in the academic year 2020-2021;
- Participated in and achieved awards in badminton competitions organized by the Vietnam - Japan Institute.

SKILLS

- Teamwork (leadership skills, task delegation)
- Presentation, problem-solving
- Office computer skills (proficient in Word, PowerPoint, and Excel)

LANGUAGES

- Japanese: JLPT N3 certificate (2021)
- Chinese: HSK3 certificate (2022)
- English: Basic communication

SELF-INTRODUCTION

I am a cheerful and outgoing person who enjoys communicating and conversing with others.

I have a strong desire for learning and am enthusiastic about my work.

I always strive to complete tasks to the best of my abilities

WORK EXPERIENCE

ASSISTANT MANAGER (PART-TIME)

Viet Japan Partner Cooperation

From June 20, 2023 to now

- Translation of documents from Japanese to Vietnamese and vice versa;
- Interpreting at workshops and assisting in guiding visitors during city tours (if available);
- Participating in marketing activities for the company
- Managing the company's fan page.

Additionally, perform other support tasks as requested by superiors

INTERN

The Onsen Abashirikoso Hotel, Hokkaido, Japan

From August 1, 2022 to April 1, 2023 (8 months)

- Manage and provide translation support for Vietnamese interns at the hotel;
- In the restaurant department: Escort guests, introduce dishes, and provide menu recommendations; Take orders;
- In the housekeeping department: Clean and maintain rooms, ensuring compliance with hotel standards.

EDUCATIONAL AFFAIRS STAFF (PART-TIME)

The Aptech SG International Programming Training
Center (KASE EDUTECH)

From March 1, 2022 to July 2022 (Almost 5 months)

- Consulting and supporting students and parents regarding class schedules and students' academic progress.
- Assisting in the recruitment of collaborators and IT teaching assistants for the center.
- Managing classrooms (taking attendance, evaluating students, preparing daily work reports)