

Nguyen Ngoc Thanh Tuyen

Apply for position Operations Lead at Calif

<https://github.com/tuyen-nnt/myResume>

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WORKING EXPERIENCE

- **FPT Software HCM** Feb 2023 - July 2024
 - *Data Engineer - Skywise Airbus & Vingroup project*
- **VNG Corp** May 2019 - Nov 2022
 - *Data Engineer - Payment Data Platform* Jul 2022 - Nov 2022
 - **Data Collection & Migration:** Collect data from other teams, consume logs. Migrate data between S3 and HDFS.
 - **Implement APIs:** Implement & deploy GRPC APIs for ZaloPay to get required data on K8s and physical environment.
 - *Data Engineer & Analyst (Single-handedly) - UniPass* Jan 2021 - Jun 2022
 - **Data warehouse & Dashboard system:** Add features, fix issues, create ETL pipeline transforming data. Maintain and optimize data flows to provide data for customer efficiently.
 - **Data visualization & Reconciliation:** Visualize analyzed data using Excel and Tableau. Work with software engineers and partners to verify data.
 - *Operations Executive (Single-handedly) - UniPass* May 2019 - Sep 2021
 - **Process Management:** Create working processes between cross-functional teams and clients.
 - **Budget Planner:** Work with internal teams to distribute and setup budget plan and propose to Directors
 - **Facilities Controller:** Purchase all merchandises required including electrical, IoT devices, marketing POSM, etc
 - **Storage Controller:** Manage storage warehouse of the project. Control import, export of merchandises.
 - **Paperwork & Document Keeper:** Edit and work with Legal team to review and proceed contracts or documents with external partners and government. Work with client and government to sign the contract.
 - **Payment Controller:** Prepare and manage payment documents for all project costs, work with corporate accountants to pay for the project including purchases, travels, parties, etc.
- **Capgemini Vietnam** Dec 2018 - May 2019
 - *Business Analyst - INDUS team*
 - **Documentation:** Turn requirements into documents for engineering team to maintain internal tools.
 - **Administration:** Review tickets and grant permissions on internal resource for staffs in France and India.
 - **QC Support:** Quality control for data migration from Teamforge to Sharepoint.

ACHIEVEMENT & PROJECT

- **Award:** Win 1st Prize of SheCodes Hackathon 2020.

SKILLS

- **Soft skill:** Problem-solving, Relationship-building, Adaptability, Decision-making, Fast-learning, Organizational skill.
- **Foreign Languages:** English (strong), French (bachelor degree), Korean (elementary).

EDUCATION

- **University of Education, Ho Chi Minh city**
 - *Bachelor in French language, Tourism* 2014 - 2018

SOCIAL ACTIVITIES

- **Viet OpenInfra** April 2022 - Present
 - *Community Organizer*
 - **Host technical events:** OpenInfra Days (05 events), technical meetups (37 events)
 - **Partnership & young generation growth:** Connect with companies, universities and other technical communities as partner.
 - **Promote community:** Participate in international events to promote the open-source community and Vietnam IT enterprises.

MOTIVATION LETTER

Application for Operations Lead Position at Calif

Dear Hiring Manager,

I am excited to apply for the Operations Lead position at Calif. With extensive experience managing operations independently and building strong partnerships in the tech community, I am confident I can contribute to your business growth and efficiency.

I am very passionate about fostering connections and eager to bring my operational expertise and flexibility to support Calif's success.

Thank you for considering my application. I look forward to discussing it further.

Sincerely,
Nguyen Ngoc Thanh Tuyen