Nguyen Thi Tuyet



Date of birth 05/01/1997

Gender

Female

Phone

0931 643 360

Email

tuyet.nt.58nna@ntu.edu.vn

Address

11 Vo Thi Sau street, Nha Trang city,

Website

https://www.facebook.com/vivian 0501

CAREER OBJECTIVE

- I'm totally trainable
- I am also looking to establish long term employment in a friendly environment. Moreover, I will get stable job & good income stable life
- work in an active environment with precious opportunities for career advancement.
- -Have the opportunity to help the company advance efficiently and productively.

WORK EXPERIENCE

ENGLISH TEACHER

TRUNG TÂM ANH NGỮ CÔ CHÂU

Main responsibilities:

- Create lesson plans for students
- Grade student essays and tests
- Ensure that the classroom stays orderly
- Encourage students to read out loud in class
- Write progress reports for students
- Create tests for students
- Assign essays and homework to students
- Assign books for students to read

Reception & Customer Services

GOLDEN SAND HOTEL ***

Main responsibilities:

- Welcome polite and professional
- Check in / check out for guests
- Answer phone and letter when needed
- Guiding and supporting information when needed
- Communicate with guests when appropriate
- Take the cashier job
- Perform basic administrative tasks
- Supervise the operation of the hostel and guest (subject to regulations)-Check and monitor daily hygiene

Teaching Assistant

Jun 2017 - Jan 2018

Part-time Job

- take the children to go to the class
- help Foreign Teacher to understand the action of the student
- contact with parent's student
- write a diary's student book
- cover if no teacher go to in the class
- play with sutdent
- have outdoor activities with class

EDUCATION

Nha Trang University

Jun 2016 - May 2020

Major: Faculty of Foreign Languages GPA: 2.8/4

Teacher Certificate from The University of Da Nang March 2020 - May 2020

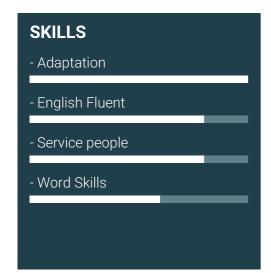
- University of Science and Education

Major: Teaching in University GPA: 3.2/4

ACTIVITIES

May 2020 - May 2021

May 2020 - May 2021



Join a volunteer team in school

Leader in a group

- Organize monthly events
- have an idea for many volunteer activities
- management team
- teamwork
- blood donation every 3 months

Have an Internship in summer 2019

Becoming a teacher in India

- Organize class
- have an idea for activities students
- management
- teaching class 3 to 9
- outdoor activites together with students

Join summer camp 2019 for Hospitality Job

15/7/ 2019 - 21/7/ 2019

from G'connect Education in HCM city

- Team building
- Doing Yoga everyday
- Learning Skills: Presentation, Services, Batender
- Go to Thailand, come to Mariot Thailand to sightseeing
- Master Chief; The Amazing Race in Dannang
- the event "NO PLASTIC", clean the Son Tra Beach
- Camping night; Accomodation

Intern at Department of External Cooperation

21/11/2019 - 15/1/

2019

two months working for University

The Department of External Cooperation is responsible for advising the Rector on ordering, controlling and implementing activities in the following fields:

- 1. Make strategic plan for external cooperation.
- 2. Connect and implement domestic and international cooperation activities.
- 3. Organize reception activities and work with international guests.
- 4. Organize international conferences and seminars.
- 5. Manage international students and teachers/experts.
- 6. Search and recommend types of scholarships, study abroad information for undergraduate and graduate levels to officiers, teachers and students.
- 7. Broadcast information and external promotion work.

HONORS & AWARDS

2016 – 2017: Nha Trang University scholarship in 2st semester 2016 – 2017

- 2016 2017: Member have excellent volunteer activities in 2016-2017
- 2018-2019 : Finish The Training in T.H.E Summer Camp about Hospitality and Event
- Oct, 2019: Interpreter of Fair in VNIS Education
- 2018 2019: Member have excellent volunteer activities in 2018-2019
- -March, 2020: Certificate from Marketing team for CAPSTONE Education Fair

May 2019 - Sep 2019

Jun 2017 - Apr 2018