

Nguyen Thi Tuyet



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Female

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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

May 2020 - May 2021

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

May 2020 - May 2021

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 student
- 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 - University of Science and Education

March 2020 - May 2020

Major: Teaching in University

GPA: 3.2/4

ACTIVITIES

SKILLS

- Adaptation

- English Fluent

- Service people

- Word Skills

Join a volunteer team in school

Jun 2017 - Apr 2018

- 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

May 2019 - Sep 2019

- Becoming a teacher in India
- Organize class
 - have an idea for activities students
 - management
 - teaching class 3 to 9
 - outdoor activities 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 officers, 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

