



HO BACH THU NGUYEN

CONTACT



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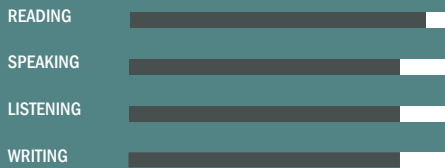


08-11-1991



Da Nang City, Vietnam

APPLICATION SKILLS



PERSONALITY TRAITS



LANGUAGE



QUALIFICATION

IELTS CERTIFICATE

- Listening: 7.5
- Reading: 8.5
- Writing: 7.0
- Speaking: 6.0

Overall band score: 7.5

EDUCATION

▪ **UNIVERSITY OF FOREIGN LANGUAGE STUDIES (2009-2013)**
BACHELOR DEGREE IN ENGLISH

Classification: Good

▪ **DUY TAN UNIVERSITY (2011-2013)**
BACHELOR DEGREE IN FINANCE & BANKING

Classification: Very Good

WORK EXPERIENCE

▪ **PROJECT ADMINISTRATION AT SALES AND PLANNING DEPARTMENT**

Song Thu Corporation (June 2013 to October 2019)

- Be in charge of export projects (Europe and Australia).
- Contact to clients to provide the most competitive quotation according to drawings, specifications, customized requirements...
- Prepare bidding document, quotation document...
- Screen and provide a shortlist of qualified contractors, vendors
- Prepare Sales contract but is not limited to translation into English-Vietnamese.
- Follow up contract execution; support QC-QA and Technical Department all tasks such as translating reports, handling issues related to projects.
- Compose articles for promotion and advertisement on website.
- Prepare a variety of documents such as agendas, minutes, reports...for the purpose of information communication, meeting.
- Interpret in meetings, training course.

▪ **TRANSLATOR**

Justice Department of Hai Chau District (September 2015 to August 2017)

- Provide fast and accurate notarized translation as assigned

▪ **IELTS TEACHER**

VAS Viet Australia International English School (May 2015 to August 2017)

- Plan and prepare high quality IELTS classes according to VASstandards.
- Assess, record and report on student progress.

▪ **ENGLISH ASSISTANT**

ENCLAVE Software Engineering Center (September 2011 to January 2013)

- Plan and prepare English class for IT engineers.
- Assess, record and report on progress.
- Assist in composing email, translating documents specialized in IT.