

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name:

Address:

Date of Birth:

Place of Birth:

Marital Status:

Mobile Phone:

CAREER OBJECTIVE

To acquire more knowledge and experience while working in a multinational company to prepare for future career advancement.

EDUCATION

- Danang University of Foreign Language – Bachelor of English (1998 – 2002)
- Foreign Trade University – Ho Chi Minh City Branch – Bachelor of Economics (08/2005 – present)
- Certificate in Business Accounting and Tax Declaration (07/2007 – 10/2007)

EXPERIENCE RECORD

1. From 05/2007 to Present: Foreign-owned Bank

Position: Personal Assistant

Key Responsibilities:

- Arrange meetings with local commercial banks for General Manager and

Financial Institutions Dept. from Head Office

- Attend meetings and take meeting minutes
- Translate documents including financial statements and internal correspondence
- Handle payment and receipt vouchers
- Prepare daily and monthly cash reports for Finance and Operations Managers
- Arrange travel and accommodations for staff
- Organize and store paperwork and administrative records
- Perform other duties as assigned by the General Manager

2. From 12/2003 to 04/2007: Meinhardt Vietnam Ltd. (Australia)

Position: Administrative Staff / Assistant Project Manager

Key Responsibilities:

- Assist Project Manager with scheduling meetings with Clients, Contractors and Consultants
- Attend and document meetings, circulate meeting minutes
- Handle receipt and delivery of drawings and correspondence
- Assist Office Manager with project documentation and submissions
- Translate technical documents, tender forms and reports
- Coordinate communication among Client and consultants during project implementation
- Maintain document filing system for all projects
- Support Client in preparing and issuing tender documents

3. From 07/2002 to 11/2003: PMU – Saigon East West Highway Project

Position: Secretary / Translator

Key Responsibilities:

- Perform administrative tasks in the office
- Translate documents (Vietnamese–English and vice versa)

- Attend meetings with Consultant PCI (Japan) and record meeting minutes

SKILLS

- Fluent in English and Vietnamese (spoken and written)
- Proficient in MS Word, Excel, PowerPoint, Outlook

HOBBIES

- Reading novels and detective stories
- Listening to music
- Traveling
- Shopping