# Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

# Experience

## VINECOM LIMITED LIABILITY COMPANY (VINGROUP) 3/2014 – present

Position: Project Assistant

* Collect and analyze historical data, observe trends in technology for projecting future implementations.
* Provide assistance to Director Technology (DT) in preparing presentation for DT’s meeting, report, project summary and correspondence
* Research e-commerce solutions

## Translate project materials

## NEXTCOM Data Integration Joint Stock Company 6/2010 – 4/2012

Position: Editor of Gafin.vn

* Evaluated and analyzed news sources, tracked data, conducted interviews to write news and produce reports
* Trained and supervised new employees on producing news
* Translate news into Vietnamese

## Vietnam Communications Corporation (VC Corp) 3/2008 – 6/2010

## Position: Editor of Cafef.vn

## Monitored financial market in Vietnam

## Followed the activities and trends in domestic market to write news.

## Worked with database to produce in depth analysis and reports

* Covered press conferences and conducted interviews
* Translate news into Vietnamese

## Vietnam Economic Times 1/2007 – 2/2008

Position: Assistant Editor and Translator

* Read financial reports, processed data and followed company activities to write news.
* Translate news into Vietnamese
* Assisted in organizing several activities such as Golden Dragon Awards, Excellence Brand Awards, press conferences, etc.

## Vietnam Television 6/2006 – 8/2006

Position: Reporter Intern in vtv.vn:

* Liaised with reporters from VTV1 to contribute to daily news agenda
* Translate news into Vietnamese
* Conducted interviews with government officials, experts and other individuals in socio-economic area.
* Covered press conferences, lectures, panel discussions and entertainment events.

## Sample Czar 2007-2013

Position: Outsourcing freelancer: Editing and translating online survey questions

## Other 4/2014 - present

## Freelance Translator: Translate IBM’s documents including project proposal before they submit to their clients.

# Education

## University of Leicester, United Kingdom 2012 – 2013

Master of Business Administration

## Academy of Journalism and Communication, Viet Nam 2003 – 2007

BA of Online Journalism – Department of Broadcasting

# Skills & Personalities

Communicating

Problem Solving

Team working

Microsoft Office

Analytical skills