

Duy Hong

Ho Chi Minh City, Vietnam



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Summary

A workplace and operation service specialist on a mission to bring a great place to work and live to everyone.

As an extraverted debater in personality and with the gift of curiosity, I have the ability to adapt and excel at what I do. To me, to say something is working fine does not mean it cannot be improved.

My obsession with quality & improving my and others' both living and working environments drives me forward.

4+ years' experience in collaboration with contingent workers and other coworkers via clear scope of works in multiple projects and programs within an international corporate environment. I have been focusing on executing projects for building, office general facility management, providing customer services.

Over the past 3 years, finished 10 workplace facility improvement projects and 5 service projects without any interruption to business and facility operation.

I am passionate about leading a team to manage large scale facilities such as commercial properties, residential building & offices. I always aim to be a servant leader, allowing my teammates to perform at their own optimal paces.

Communication is also one of the keys to successful projects and expectation management. With my 4 years of corporate communication, I can clearly transfer important notes to interorganizational people.

This skill also accommodates my needs to manage expectation of stakeholders.

In the challenging 2021 with Covid-19 disrupting our daily life, I was an active member of the Intel Vietnam pandemic response team to support employees, allowing them to have all they need to perform their tasks as normally as possible. This, in addition with other accomplishment of mine, resulted in my 2021 Employee of the Year award.

In the near future, to elevate my skills as well as launching my career path in facility management, I'm on the way to obtain MBA in Business Administration to accompany my PMP certification.

Reach me via my LinkedIn www.linkedin.com/in/duyhong082 or at duyhong082@gmail.com.

Feel free to message me - I'd love to connect with and learn from new people.

Experience



Workplace and Operation Service Specialist

Intel Corporation

Jun 2018 - Present (4 years 9 months)



Translator

Deluxe

Jul 2016 - Present (6 years 8 months)



Buidling & Employee Services Intern

Intel Corporation

Jun 2018 - Dec 2018 (7 months)

Education



UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES (USSH)

Bachelor's degree, English Language and Literature, General

Sep 2013 - May 2017

Licenses & Certifications



Project Management Professional (PMP)® - Project Management Institute

Issued Mar 2022 - Expires Mar 2025

Skills

Stakeholder Management • Corporate Communications • Event Management • Project Management
• Adobe Illustrator • Agile Methodologies • Electronics • Translation • Localisation linguistique •
Interpréter

Honors & Awards



Employee of the Year - Intel Products Vietnam

Feb 2022

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