

# LE PHUONG HOA



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HOALEPHUONG

## ADDRESSES

Current: Leuven, Belgium  
Permanent: Hanoi, Vietnam

## LANGUAGES

Vietnamese (native)  
English (proficient)  
Japanese/Chinese (basic)

## SKILLS

**Communication** (effective  
coaching/teaching; meticulous &  
tactful written delivery)

**Computer** (MOS-certified  
competence for Office Suite)

**Self-regulation & Teamwork**  
(composed & reliable team player)

## EDUCATION

### MASTER OF EDUCATIONAL STUDIES

Katholieke Universiteit Leuven, Belgium  
*currently enrolled (2019-2021)*

### BACHELOR OF ARTS (HONOUR'S PROGRAMME)

University of Languages and International Studies,  
Vietnam National University  
Major: English Language Teaching **(2017)**

## WORK EXPERIENCE

### ENGLISH TEACHER / HANOI UNIVERSITY OF INDUSTRY, VIETNAM

Oct 2017 – Aug 2019

- designed / reviewed language tests and other assessments
- delivered English lessons of various proficiency levels
- created / translated content in support of University's publicity

### PART-TIME TRANSLATOR / SMS TRANSLATION SERVICES, HCMC, VIETNAM

May 2015 – Aug 2019

- translated documents upon request between English and Vietnamese, mostly scientific papers, marketing materials, business profiles and film transcripts
- reviewed / edited translations for quality assurance

### TEACHING ASSISTANT / BRITISH COUNCIL HANOI, VIETNAM

Jan 2014 – Dec 2016

- supported teachers in secondary and primary classes
- provided administration support (e.g. reception, translation and child supervision) in academic and cultural events

## VOLUNTEER EXPERIENCE OR LEADERSHIP

### INTERPRETER / VOLUNTEER

Leadership Skills for Social Entrepreneurs (LSSE) Camp,  
Hanoi, Vietnam **(Aug 2016)**  
26<sup>th</sup> International Biology Olympiad (IBO2016),  
Hanoi, Vietnam **(Jul 2016)**  
Monsoon Music Festival, Hanoi, Vietnam **(Nov 2015)**