

# CURRICULUM VITAE

## PERSONAL DATA:

Full name: **Nguyen Thi Thu Hang**

Date of birth: May 01, 1978

Place of Birth: Ha noi

Gender: Female

Present Address: No 16, Lane 175, Ngoc Lam Road, Long Bien District, Ha Noi,  
Viet nam

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## EDUCATION AND QUALIFICATION:

- 1996- 2001: Bachelor of Chinese, University of Foreign Languages , Vietnam National University, Hanoi
- 2001: Computer skill course, Certificate of Microsoft Office (Words, Excel, and PowerPoint), Level B
- 2005-2008: Bachelor of Business English, Hanoi Foreign Trade University

## WORK EXPERIENCE:

- **Dec 2001 to Dec 2003:**

Teaching Chinese at Hanoi Language Centers

Teaching Chinese and English for Vietnamese workers to work in Taiwan

- **From Jan 2004 to present:**

Working for Viglacera Investment and Import- Export Joint Stock Company

Post:

- Assistant Director (*from 2004- June 2006*)
- Deputy Head of International Relations Department (*June 2006- Feb 2007*)
- Head of Division for Taiwan and Malaysia (*Feb 2007- May 2008*)
- Vice Director of Viglacera Labour Export Center (*May 2008-Mar 2019*)
- Director of Viglacera Labour Export Centre (*Mar 2019 to present*)

Responsibilities:

- Interpreting in meetings and field trips which concern all activities of Import-Export for director;
- Translating emails, letters, documents of technical and institutional category, contracts of the projects, which covered a lot of areas: human supplying, machanical engineering;
- Contacting with home and overseas partners;
- Negotiating with home and overseas partners about manpower supplying contracts and making decisions on behalf of Director of manpower supplying center;
- Responsibilities in finding orders and managing Vietnamese workers in Taiwan and Malaysia;
- Representing the company at various business funtions

**EXTRA WORK JOBS:**

**From 2010- present:**

- Teaching Vietnamese for people from Taiwan and China
  - Freelance translator
- Translation fields: Human Resources, Travel & Tourism, Cartoon, Education, Games, History

**SKILLS:**

- Communication, negotiation, presentation skills
- Ability to work under pressure
- Have a high sense of responsibility
- Be willing to work at weekends due to urgent tasks
- Spoken and written Chinese fluently
- Spoken English well
- Computer literacy: Microsoft Office (Words, Excel, and PowerPoint)

**HOBBIES:**

- Traveling, cooking, reading
- Socializing with people





