

Curriculum Vitae

1. Proposed Position: Director Assistant (Part-time)

2. Name of candidate: HOANG THI XUAN

3. Date of Birth: Nov 10th, 1991

4. Education:

- Bachelor in **English language Teaching**, University of Learning and International Studies, Vietnam National University, Hanoi, Vietnam, 6/2013.

5. Other Trainings:

- Soft skills courses, University of Learning and International Studies, Vietnam National University, Hanoi, Vietnam, 2013;
- Computer skills, University of Learning and International Studies, Vietnam National University, Hanoi, Vietnam, 2012.

6. Languages:	Languages	Speaking	Reading	Writing
	English	Good	Good	Good
	Vietnamese	(Mother tongue)		

10. Employment Record:

<i>From: 10/2013</i>	<i>To: present</i>
<i>Employer:</i>	SEACONSULT Joint Stock Company
<i>Positions held:</i>	Interpreter and project assistant

<i>From: 4/2011</i>	<i>To: 6/2013</i>
<i>Employer:</i>	Tienganh123.com, BeOnline Co., Ltd
<i>Positions held:</i>	Collaborator & evaluating learners' work

<i>From: 3/2010</i>	<i>To: 11/2010</i>
<i>Employer:</i>	Freelancer
<i>Positions held:</i>	Private tutor and English translator

11. Project participated:

<i>Name of assignment or project:</i>	Project Strengthening Institutional Capacity for Disaster Risk Management in Vietnam, especially disasters related to climate change in the period 2012-2016 - SCDM II.
<i>Year:</i>	2013
<i>Location:</i>	Hanoi
<i>Positions held:</i>	Implementation consultant assistant

<i>Activities performed:</i>	Support the implementation consultant in completing the project's mission: (i) To review and assess the current state of media in disaster risk management and TUBDKH-DVCD, and (ii) proposal to build content media kit for 19 types of natural disasters have been identified
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in disaster prevention law and the media content on disaster risk management-level TUBDKH DVCD and community; (iii) develop communication materials at community level (communes and villages/hamlets) of a typical disaster on disaster risk management perspective-DVCD and TUBDKH.

Name of assignment or project:

Support for the National Target Program on Climate Change Adaptation and Mitigation with a Focus on Energy and Transportation TA-7779 (VIE)

Year:

2014 (15 Mar – 16 Apr)

Location:

Hanoi

Positions held:

Intern in Office Manager and Logistics Specialist

Activities performed:

- Collect and submit project experts' timesheets
- Prepare and submit monthly financial report
- Take care of project logistic stuff such as booking hotel, air ticket; preparing contracts for translation and car rent, and so on.

11. Volunteer experience:

7/2011 – 12/2012

Nam Dinh Community of Students in Hanoi

Apart from frequent volunteer activities, I took part in two big volunteer events of the community:

- ***Exam season supporting***: recommending and helping university entrance exam candidates find the best direction to their destination and find the suitable accommodation while they are having exams in Hanoi.
- ***Anniversary of War Invalids, Martyrs Day event in Nam Dinh city***: taking care of logistics before, during and after the anniversary.

11. Skills:

- Be fluent in English skills (in both written and verbal communication)
- Skillfully use Microsoft Office (Word, Excel and Power Point)
- Have knowledge and experience in presentation

12. Self-portrait:

- Characteristics: Ambitious, teamwork orientation, open-minded, hard working and friendly.
- Strong points: Taking fully responsibilities for self-actions and being hard working
- Hobbies: Reading education newspapers, playing football and travelling.