



DAO NGOC PHUONG THAO

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SUMMARY

I have graduated in University of Foreign Language, DaNang City. I am working at Keyhinge toys VietNam-Da Nang Branch as an official Purchasing staff and an assistant of director. During the time being at the university and work, I have learnt and gained problem analysis and solving, team working, time management, event planning, negotiation and interpersonal skills communication skills, public speaking skills developed through different kinds of the job, volunteer engagements. I strongly believe that I have confident enough working with different types of people, diverse cultures and situations in which cultural awareness and appreciation are integral. Moreover, I experienced a strong education background for many years at university in English and Japanese.

EDUCATION

University of Foreign Language DaNang City

- Major: English Interpreting and Translating
- Certificate: Good

AMA (American Academy)

- Course: C1 Degree for Ielts 6.5 equivalent
- A2 Japanese Degree for N4 equivalent
- Be fluent in communication and be good at academic comprehension

EXPERIENCE

Employment experience

06/2016 -2/2017:

Ø **Company: Keyhinge toys VietNam– Da Nang Branch**

Position: Purchasing staff

Implementing Purchasing Process to place products for 3 factories which belong to Matrix

Corporation

- + Keyhinge toys VietNam- DN City
- + Matrix VietNam –DN City
- + Associated VietNam-DN City

- Working directly with Planning and Production, to plan and to prioritize the procurement activities.
- Assessment plans to order, make purchases, and manage the process of selecting suppliers.
- Negotiating with suppliers on price, delivery time, delivery forms and some other activities related to the buying process;
- Transmission of information and supporting documents necessary for the supplier.
- Tracking order status, ready for the incidents of missing or backlog of goods, direct contact with the relevant departments.
- Tracking order and confirmation of production time, delivery time and cost.
- Evaluate, update and maintain order until the end.
- Check the quality of materials and accessories when the goods.
- Working with the relevant parts of the internal and supplier if the situation should return defective goods.
- Ensure compliance orders in the contract agreement; report the results in management.
- Order management and monitoring the payment to the supplier.
- Staff management and finance and logistics in the settlement receiving false bills.
- Identify opportunities and job performance to be effective.
- Other tasks assigned by the board of directors

04/2016– 06/2016:

Ø Company: Keyhinge toys VietNam

Position: Director's Assistant, Interpreter and Translator (Internship)

- Schedule the work of Director, prepare records, documents, text editor, making the report..
- Support and advise the Director in the management and general operations of the Company.
- Director Support to partners, customers, business trips to the Director.
- Support other work of the Board of Directors.
- Interacting with parts, service departments in the company to implement and coordinate the work to be effective.
- Perform other tasks by order of the Director .
- Check and make payment for flower, drinking water and bonsai
- Support Finance and Human Resource Department sending docs
- Control office machines: photocopier, printer (order ink, call vendor to fix, check periodically if any)
- Support to repair hard services

03/2014 – 10/2015:

Ø Company: Apollo Da Nang

Position: Tutor (Part-time job)

- Supporting the students which need tutorial
- Contact with the students' parents to inform their situation

03/2014 –06/2014:

Ø Company:

Position: Policy Admin (Temporary)

Responsibilities:

- Act as liaison between supervisor and others
- Organize working procedure with building management
- Support the direct marketing department and consumer lines
- Answer phones and direct calls
- Photocopying, filing, and sending faxes
- Order and manage all office supplies
- Set up and maintain soft copy files and hard copy files
- Issue the policy, follow the signed document to manager

Achieved good evaluation from my team leader

2012 – 2014:

Ø **Company: Dong Tuan Phat – DaNang City**

Ø Position: Market research assistant (Part– time job)

Responsibilities:

- Defining the addresses on the given maps

2012-2016

-Teaching English 4 skills: Listening, speaking, writing, reading at home for more than 8 students in each class (4 classes)

- The material are based on ielts format

- Creating the motivation in English for students

-Helping to improve English communication by using uncommon words like native speaker

Now:

Ø **Company: Halo Interior Design & Instruction CO., Ltd**

Ø Position: Marketing staff

- Celebrating event at Rex Hostel

- Writing the scripts for event

- Translating the website of company

- Interpreting the meeting for foreigners from Germany, Thailand, USA.

Extracurricular experience

Ø **Vice-captain at the Green Summer Voluntary Campaign in Hoa Khanh** (*Jul 2012 – Aug 2013*)

- Managing 30 volunteers to assist children and the poor at Hoa Khanh

- Coordinating with local government to organize charitable events

Achieved: Excellent Award by the Green Summer Voluntary Campaign's Committee of DN

REFERENCES PROVIDED UPON REQUESTS