

BÙI TRÚC NGUYỄN

E-mail: nguyenbui94@gmail.com

Cell: +84-906-600-953

Nationality: Vietnamese

D.O.B: October 13th, 1994

Address: 769/2A Phạm Thế Hiển Street, District 8, Ward 4, HCMC



SKILLS

- Experience and familiar with English teaching environment and knowledge with nearly 2-year experience as teaching assistant for VUS and British Council Vietnam.
- Achieve IELTS 8.0 in 2013.
- Excellent fluency in both American English (verbal and written) and Vietnamese due to study and work experience.
- Enthusiastic in teaching
- Good listening and comprehensive skills, including: attentive to guidance, placing questions on progress.

EDUCATION

International University – VNU HCMC

2012 - 2016

Bachelor in Business Administration, International Business major.

GPA: 3.4/4.0

- Receive full scholarship thanks to excellent national entrance exam results.
- Successfully organized Business Communication workshop by leading a team of 10 people.
- Gain internship opportunities for 5 member in E-commerce course to TBWA – an advertising agency.
- Excellent academic achievements. Thesis topic is listed and accepted on the International conference SEPSA 2016 in Thailand.

PROFESSIONAL EXPERIENCES

Teaching Assistant

VUS-ETSC

May, 2013 – March, 2015

British Council

March – June, 2015

- Manage classrooms with size of 15 – 20 children.
- Assist Vietnamese and foreign teachers in creating games and following up students on homework and exercises.
- Gain understanding of English curriculum for children from 5 to 15 years old.
- Develop fluency in verbal English with good American accent.

Private Tutor

May 2014 – August 2014

- Manage a classroom with 3 children of grade 1, 4, 5.
- Create and customize teaching curriculum according to the general learning ability of the 3 children.
- Focus on improve speaking and listening skills by organizing games.
- Apply all teaching assistant's knowledge during 2 years at professional education centers in private tutoring.
- Discuss with parents on how to follow up children after class.
- Create homework besides designated curriculum depending on each child's ability.

IELTS teacher

ALT IELTS

March – present, 2017

- Teach Pre-IELTS and IELTS 5 – 6.0 levels.
- Catering the lessons to each student.

Research Executive

Acorn marketing & research consultant Vietnam

September – December, 2016

- Work with foreign and Vietnamese clients on multiple research projects on home appliances, academic issues, etc.
- Support field work in recruitment process.

EXTRA CURRICULAR ACTIVITIES

Saigon Hotpot

Tour guide and tour operator

March, 2013 – March, 2015

- Tour guide of the month – February 2014.
- Operate and control tour arrangements for tour guides and tourists. Receive email, phone calls and respond to tourist's requests for 2 years. Increase Tripadvisor's ranking to be among the top 10 attraction and activities in Ho Chi Minh City.
- Help increase donations from tourists (if any) to sponsor Sky Lantern for 2013, 2014, which sponsored underserved children to school, with each year the fund is from VND 20,000,000 to VND VND 25,000,000 respectively.
- Gain good ability to increase inter-cultural communication skills.

Miami Cultural Exchange program

International University – VNU HCMC

January 2015

- Join the External Relationship Department in welcoming a group of Miami students to International University.
- Become the university ambassador in introducing Vietnam beauty to foreign colleagues.

MPU music school

June, 2015 – present

REFERENCES

Complete set of certifications will be provided in future rounds as requested. These might include reference letters, university transcript, English certifications, etc.