

# LE TRUNG KIEN

STUDENT

## CONTACT INFORMATION

 July 21, 1995

 Male

 0984639060

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 Ho Chi Minh, Vietnam

 <https://www.facebook.com/trungkien.le.1>

## OBJECTIVE

I am seeking challenging jobs regarding teaching and education with the aim of gaining experiences and giving myself opportunities to work in professional workplaces

## SKILLS

Communication



Management



Public Speaking



## INTERESTS

Travelling

Reading

Music

## REFERENCES

Tran Bao Liem

Sales manager of Hoang Yen Group

Mobile: 0933894561

Truong Van Anh (MA)

Lecturer of Saigon University

Mobile: 09180918458969

## EDUCATION

Oct 2013 - Jul 2017

Saigon University

Major: English for Business

GPA: 3.0/4

## WORK EXPERIENCE

Feb 2017 - Present

HOANG YEN GROUP

Sales Internship

Main responsibilities:

- Translate documents into English.
- Assist foreign clients via phone, mail
- Attend commercial-promotion seminars

Recognition and Gains:

- Promote the image of Jasmine Catering- one of the most outstanding brands from Hoang Yen group.

Feb 2014 - Present

Duc Tri tutor company

Tutor

Main responsibilities:

- Assist high school students with English lessons about grammar and vocabulary
- Teach speaking and writing skills

## ADDITIONAL INFORMATION

- Be self-motivating, confident, enthusiastic, innovative and a quick learner
- Be adaptable to new challenges, especially in implementing and developing schemes
- Be proficient in Microsoft office (MS word, Excel, PowerPoint)• Be able to work under high pressure
- Be able to work independently as a part of a team
- Excellent written and verbal communication skills
- Proficient in English and quite good in French