



CURRICULUM VITAE

Academic Coordinator

HO TRUC GIANG

May 23, 1994
 25/9 Bau Bang Street,
 Ward 13, Tan Binh
 District, HCM City
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 0909.472.689

OBJECTIVES

In the next two years, I want to inspire students to learn English by helping them understand the beauty of English and become more eager to learn English.

EDUCATION

Hoa Sen University

Major: English

GPA: 3.09

2012 - 2017

SKILLS

Communication skill

Knowledge of negotiation skill and presentation skill

Computer skill

MS Word, Excel, Power Point

Language skill

TOEIC 860

Teamwork skill

Assistant of Sales team in Tinh Thuong Charity Organization

EXPERIENCE

The CREATIVE ENGLISH FACTORY July 2016 – April 2017

Teaching Assistant

Assisting teachers to manage students in class.
 Checking students' exercises and tests.
 Practicing speaking English dialogues with the students and fixing their pronunciation.
 Helping teachers hold activities for each lesson.
 Review previous lessons for kids and prepare teaching supplies for new lessons before classes.
 Supporting school's events.

TECHNICAL WORLD CO., LTD. Feb – July 2016

Receptionist

Setting up a meeting room before some guests' coming.
 Managing a small fund of Administration and Human Resources Department.
 Calculating some costs of the company including petrol and oil, electricity, water, telephone, and mail express.

E.I. FREIGHT FORWARDING CO., LTD. July – Sep 2014

Receptionist

Answering incoming calls.
 Updating employee attendance reports and working shift plans.
 Greeting the company's guests.

ACTIVITIES

TINH THUONG CHARITY ORGANIZATION at HOA SEN UNIVERSITY September 2014 - December 2015

Fundraising and organizing 3 Charity Programs including 'Cay Mua Xuan', 'Dem Trang Yeu Thuong', 'Noel Dem than tien' for elementary and secondary students in Ben Tre Province.