

RESUME



Personal Details

TRẦN BỬU BỬU

📍 418/12 Tran Phu Street, Ward 7, District 5, HCMC

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Position Desired: **Teacher of English**

CAREER OBJECTIVE

- Broaden knowledge and fulfill the job requirement, become a professional employee in educational field.
 - Contribute my best effort to the success of **American Academy (AMA)**
 - Being a part of **American Academy** to accumulate valuable experiences, improve myself, my teaching technique, language skill and soft skills.
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WORKING EXPERIENCE

Personal Tutor

April 2016 – March 2017

Wall Street English Vietnam

- Present Wall Street English method to new students and help them do study plans as well as booking classes.
- Teach beginning-level adults following Wall Street English lesson plans.
- Proactively coach students from Level 1 to Level 20.
- Deal with different personality traits (receiving and giving feedback, solving problems and responding to complaints)
- Complete more than 10 tasks within a week.
- Be able to run various multi - topic speaking clubs.

Achievements:

- Received positive feedback from students and superiors.
- Be able to impart knowledge to slow learners and demanding students by delivering the informative, easy and straightforward teaching approach.
- Good time and classroom management.
- Heightened service mindset and teamwork spirit, improved problem solving skill.
- Built trust among students and team members.

Teacher of English

February 2016 – April 2016

Saigon Vina English Center

- Plan, prepare and deliver lessons for students at assigned level.

- Provide students with knowledge of communication skill, grammar points, vocabulary and pronunciation.

Achievements:

- All of the students have improved their pronunciation.
- The learners acquired the method of using English structure properly.

HR Assistant - Intern

November 2014 – March 2015

Tan Tin Vinh JSC

- Prepare reports relating to personnel activities (meeting minutes, performance evaluations).
- Update employee records.
- Calculate labor productivity of 40 workers.
- Supervise employees' attendance problems and offer rational solutions to reduce workers' absence excuses and help them balance work with life.

Achievements:

- Evaluated the productivity of 40 workers by figuring out their pitfalls at work.
- Encouraged, stimulated and increased the rate of workers' productivity by 30%

Interpreter

January 2012 – September 2014

Interpreter of English to Cantonese in business communication and travel

- Mainly negotiate on payment term or price, sizes, models of products.
- Introduce Chinese cuisine and ancient temples of the Chinese community in District 5, Ho Chi Minh City to foreigners.

Achievements:

- Provided service that satisfies the clients' expectations.
- Contributed to the creation of good relationships between the stakeholders.

Tutor of English

January 2011 – October 2011

- Teach English for students of secondary school (Grammar, Communication, Pronunciation)

Achievements:

- Increased the rate of students' level and satisfaction by 50%.
- Applied creative English teaching approach to the students so as to stimulate and support them to learn English effectively and accurately.

ACADEMIC BACKGROUND

- **2011 – 2015 Bachelor of International Relations** (Degree Classification: Good)

SKILLS

Soft skills:

- Communication skill
- Presentation skill
- Negotiation skill

Specialized skills:

- Teaching and coaching students
- Imparting knowledge to students
- Computer skills: Power Point, Word

Languages skills

- **English:** Good at listening, speaking, reading and writing skills.
- **Cantonese:** Fluent speaking and listening skills.

PROFESSIONAL DEVELOPMENT

TIME	CERTIFICATES	CERTIFIED BY
03/ 2013	Certificate of Proficiency in English (CPE)	Certificate from IRVINE University
08/ 2013	Certificate of Teaching English to Speakers of Other Languages (TESOL)	Certificate from WESTCLIFF University
11/ 2015	IELTS 6.5	Certified by IDP Education

ADDITIONAL INFORMATION

Birthday	Sep 27 , 1993
Gender	Female
Characteristics	<ul style="list-style-type: none">• Diligent, friendly.• Enthusiastic, caring, open minded, get along well with people.
Hobbies	<ul style="list-style-type: none">• Cooking, Traveling
Additional Information	<ul style="list-style-type: none">• Have a high sense of responsibility, willing to acquire new experiences.• Be able to work independently as well as in team.• Work well under pressure