



HAI AN NGUYEN

Feb 02, 2000

Female

0394 233 245

haiannguyen2000@gmail.com

24B Nguyen Lam, Ward 7, Phu Nhuan District, HCM City

SKILLS

Microsoft Office

Communication

Presentation

LANGUAGE

English	fluent
Vietnamese	native
German	beginner

INTERESTS

- Film Camera
- Marketing
- Commerce
- Cultural Exchange
- History



EDUCATION

UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

Major: International Relations

GPA: 8.24/10

AUG 2019 - MAY 2023



WORK EXPERIENCE

YOLA ENGLISH CENTER

Educational Assistant

DEC 2019 - AUG 2020

Main responsibilities:

- Attending all classroom sessions.
- Tracking and recording student attendance.
- Helping teachers to manage students and supporting students upon requests.
- Checking students' homework
- Contacting parents for students' study progress.

Achievements:

- Ability to build good working relationships with both children and adults.
- Good organisational skills.
- Patience

NORTH CROSS SCHOOL

Admission Counselor Intern

MAR 2019

Main responsibilities:

- Conducting interview and evaluating students.
- Providing students with information about the school, academic programs, financial aid, etc...
- Guiding application process.

Achievements: Attended Nam Anh Education Fair in Ha Noi, Ho Chi Minh City, Danang City and successfully had the enrollment of 7 Vietnamese students.

AMAZING GROUP

HR Department Intern

SEP 2018 - FEB 2019

Main responsibilities:

- Searching for partners, sponsors and KOLs for English Camps.
- Writing proposal Promoting Camps on Facebook page.
- Drafting contracts for Campers and Trainers.

Achievements: Arena Camp in Singapore Jan - 2019 (Trainers: Tamypu and Giang Oi; Number of Campers: 20.)



ACTIVITIES

SOS CHILDREN'S VILLAGES VIETNAM

English Teacher

JUL 2020 - SEP 2020

USSH INTERNATIONAL EXCHANGE CLUB

Member of Event Department

OCT 2019 - PRESENT

GLOBAL YOUTH ENGAGEMENT FORUM 2021

Supporter

JAN 2021