|  |  |
| --- | --- |
| PERSONAL INFORMATION | Nguyen Bao Van |
|  | |
|  | Kirkkokatu 1 B 8/1, 95400, Tornio, Finland |
| (+358) 468 453 833 |
| Mia.nguyen@hotmail.com |
|  |
|  |
| Sex Female | Date of birth 16/06/1993 | Nationality Vietnamese |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| 2005 to 2006 | Teacher assistant |
| TEG international English center (formally known as Tyndale), Haiphong, Vietnam |
| * Support the teacher in organising lessons and activities. * Provide cares and supports to the students. |
|  |
| September 2007 to June 2011 | Member of the Student Council  Hai An High school, Haiphong, Vietnam |
|  | * Participant in organising school events. * Host and co-host of these events. |
|  |  |
| 01 September 2011- 15 December 2011 | Project Leader  High North as a Learning region project, Tornio, Finland   * Researching for case company in the region. * Organizing interviews and meetings with the companies. * Analysing their current positions in the market. * Representing them and make a participation in the trade fair. * Proposing marketing and development strategies to companies |
| 15 January 2012- 15 May 2012 | Project Participant  Business Enterprise project, Tornio, Finland   * Creating a business idea of developing a pet- care shop. * Analysing financial, linguistic, marketing, and management issues. * Consulting with university’s project manager. * Presenting the final product to the teachers and school mates. |
|  |  |
| June 2012- August 2012 | Event Runner  Haiphong charity Associtation, Haiphong, Vietnam   * In charge of organising and preparating for the event. * Act as a volunteer in charity activities if needed. |
|  |  |
| 01 September 2013- 27 October  2013 | Project Leader  Cross- border Project, Tornio, Finland.   * Researching for a case company in the region. * Analysing the internationalization posibilities, regional development. * Finding potential retailers for the case company. * Presenting the case company to the teachers and school mates. * Proposing the company with some strategies to enter the global market. |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 01 September 2011- Present | Bachelor Degree in Business Administration. |  | |  | |  |
| Kemi- Tornio University of Applied Sciences, Tornio, Finland. | |  | |  | | |
| * September 2011- May 2013: Theories and Skills subjects (Business Management (major), Project management, Business Mathematics, Accounting and Financial planning, Statistics, Economics and regional development, Strategy, International law, Corporate governance, Business ethics, Business management research). * August 2013- December 2014: Practices and Jobs experiencing, Thesis writing. | |  | |  | | |

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Vietnamese | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | C2 | C2 | C2 | C2 | C1 |
|  | Replace with name of language certificate. Enter level if known. | | | | |
| Finnish | A1 | A1 | A1 | A1 | A1 |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

|  |  |  |
| --- | --- | --- |
| Communication skills | * Excellent communication skills through my experiences that were gained by taking Psychology research as a hobby, and through years of being the host/ co-host of numerous events. * Excellent in interacting with people and co-workers (my natural skill). * Good at negotiation/ how to handle conflicts in negotiation. * Familiar with working under different circumstances. * Confident. |  |

|  |  |
| --- | --- |
| Organisational / managerial skills | * Leadership (was responsible for a team consisted of 6 people) * Able to analyze flexibilities, uncertainties, and resolve them. * Good management skills |

|  |  |
| --- | --- |
| Job-related skills | * Good command of quality control processes. * Excellent in understanding the personalities and behaviours of human. * Smart, fast- learning, hard- working. * Capable of working under stressful environment. |

|  |  |
| --- | --- |
| Computer skills | * good command of Microsoft Office™ tools * Proficient in searching documents on the Web using various web browsers and presenting these documents using MS office programs |

|  |  |
| --- | --- |
| Other skills | Has taken a big passion in learning and researching about Psychology, especially Human behaviors and personality developments |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| ANNEXES |  |

|  |  |
| --- | --- |
|  | * Preferences: * Ms. Luong Do Quyen   Chief of Office, Haiphong Charity Association  No. 58 floor 2, Dien Bien Phu, Minh Khai, Hong Bang, Haiphong.  (+84) 983 359 858   * Mr. Do Ngoc Nui   Vice President of Haiphong Charity Association  No. 58 floor 2, Dien Bien Phu, Minh Khai, Hong Bang, Haiphong.  Vice President, The Organ of Vietnam Relief Association for Handicapped Children.  172 De Tham, Cau Ong Lanh, District 1, Hochiminh.  (+84) 903 701 236   * Mr. Hans Zwaga   Business Marketing Senior Professor, Kemi- Tornio University of Applied Sciences.  P.O Box 505, FI- 94101  [Hans.zwaga@yahoo.co.uk](mailto:Hans.zwaga@yahoo.co.uk)  (+358) 504 276 440 |