### PERSONAL INFORMATION:

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| **First Name:** | **Thi Thien Thanh (Sofia)** |  |
| **Surname:**  | **Tran** |
| **Date of birth**  | 10/22/1985 |
| **Gender** | Female |
| **Marital Status** | Married |
| **Email Address** | bluesky.usa22@gmail.com |
| **Mobile phone** | 925-725-9065 |
| **Contact Address** | 369 Eastridge Drive, San Ramon, CA 94582, USA |
| **Health condition** | Great |

### SUMMARY:

I’ve worked as a university lecturer in Ho Chi Minh City, Vietnam for 9 years. My main responsibilities are teaching General English to non-English majors and Culture-Literature subjects and some other skill subjects to English majors. The teaching duties include not only class teaching but also designing syllabi, preparing lesson plans, assessing students, applying various methods of teaching and so on.

Besides teaching, I’ve been involved in management position as the Head of the Linguistics section in the Faculty of Foreign Languages. I am in charge of ensuring the quality of the teaching of linguistic, Culture, Literature and Translation subjects, assigning and checking the syllabi design, observing teachers, evaluating their performance, approving test papers, and so on.

I am taking one year off work and live with my family in the USA.

EDUCATION:

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| **Organization** | **Name of the program** | **Time** |
| SEAMEO RETRAC | Training of trainers program in Action Research and Language Testing and Assessment | 08/2015 |
| SEAMEO RETRAC | Training of trainers for ICT in Language Instruction | 08/2014-10/2014 |
| SEAMEO RETRAC | English for Teaching course and assessment | 09/2014 |
| Đại học Sư phạm Kỹ thuật Tp. HCM | Higher Education Teaching Methodologies, Practical Skills and Assessment | 07/2014 |
| The University of Queensland (Australia) | Leadership Skills Development Program | 12/2013 |
| Ho Chi Minh City University of Social Sciences and Humanities | Insights into American Culture through Literature | 08/2011 |
| Ho Chi Minh City University of Social Sciences and Humanities | *Master of English Education (TESOL).**Graduated thesis marks:8.3* | 2009 ~ 2013 |
| Quy Nhon University | *Bachelor of English education.**Graduated thesis marks: 10, Graduated scores: 8.40* | 2003 ~ 2007 |

CAREER HISTORY AND EXPERIENCE:

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| **June 2017-now** | ***Online business in the USA*** |
|  | Creating a page of introducing USA products such as fragrances, fashion, watches, supplements, laptops, cosmetics to Vietnamese people. Translating product details into Vietnamese.Buying and delivering products to Vietnamese customers.  |
| **Jul.2014 ~ May 2017** | ***Head of Linguistics Section*** |
| *HCMC University of Technical Education**HCM city, VN**www.hcmute.edu.vn* | American Literature, American Civilization, Writing 3, British and American Literature, British and American Civilization, Introduction to the Technical English Teaching major, General English 1-5, General English for Sunderland classes***Responsibilities**** Changing format of syllabi based on CDIO format of all subjects in the section
* Choosing materials
* Instructing student teaching practicum
* Supervising students’ graduation thesis
* Observing teachers’ teaching
* Managing teaching and learning activities within the section
* Designing syllabi for the new courses relating to Interpretation and Translation
* Holding section meetings
* Writing reports at the end of each semester
* Checking exam papers
* Evaluating section members’ performance
* Doing other administrative duties.
 |
| ***Achievements:*** * Maintaining good relationship with section members
* The student’s research paper was highly appreciated.
* Great feedback on my work
 |
| **Sept.2012 ~ Jun. 2014** | ***University Lecturer, Deputy Head of Linguistics Section*** |
| *HCMC University of Technical Education**HCM city, VN**www.hcmute.edu.vn* | American Literature, American Civilization, Writing 3, British and American Literature, British and American Civilization, Reading 1, General English 1-5New role: managing the section’s administration duties and supporting the Head of the section* Observing teachers’ teaching
* Managing teaching and learning activities within the section

New task: editing the 2016-2020 Faculty Strategic Plan in Vietnamese |
| ***Achievements:*** * Better teaching skills
* Be more confident
* Well cooperate with members of the linguistics section
* Finish tasks assigned well
* Better time management skills and assigning tasks to members of the section
* The faculty strategic plan was complimented.
 |
| **Nov.2011 ~ Jun.2012** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching FCE and Professional Development course to primary teachers. ***Responsibilities**** Teaching writing and speaking skills
* Making syllabi
* Choosing materials
* Cooperating with other lecturers in a team teaching
 |
| ***Achievements:*** * Learners got high scores in writing and speaking skills
* Improve making syllabi skill.
* Improve making lesson plans skill
* Improve making presentation skill
* Receive good feedback from learners
 |
| **Sept.2011 ~ Jan.2012** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | American Literature, American Civilization, English 1, English 2 using International Express Elementary.New textbook: International Express |
| ***Achievements:*** * Adapt to the continual change of textbook
* Better presentation and teaching activities for American Civilization and Literature subjects
 |
| **Jan.2011 ~ Jul.2011** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching British Literature, British Civilization, English 4, English for Nutrition.New subject and students: English 4 for students of High Quality Training Center English for Nutrition for Home Economics Facluty |
| ***Achievements:*** * Well adapt to different needs
* Get knowledge and methods of teaching nutrition
 |
| **Sept.2010 ~ Jan.2011** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching grammar 3, American civilization, American literature for senior students.New subject: American civilization. Challenging students.  |
| ***Achievements:*** * Get knowledge and methods of teaching American civilization
* Improve the teaching grammar and American literature
* Better presentations for these subjects
 |
| **Jan.2010 ~ Jul.2010** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching writing 2 for freshman students, grammar 4 (about clause, using Oxford grammar practice book), British civilization for sophomore students.New subject: British civilization |
| ***Achievements:*** * Get knowledge and methods of teaching British civilization
* Improve the teaching of writing and grammar subjects
 |
| **Sept.2009 – Jan.2010** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching English 1 (using Top Notch 1 book) for freshman students, writing 3 (about short essay, using Effective academic writing 2 book) for sophomore students, English Literature and American Literature for senior students; and teaching TOEIC for placement exam (using Very easy TOEIC book).New textbooks, new subjects, really challenging students |
| ***Achievements:*** * Learn a lot about English and American Literature
* Self improve in making syllabus, lesson plans, presentations, handouts, exam papers for the English Literature and American Literature subjects
* Apply role-play activities in teaching
* Manage time effectively
* Design content for teaching an intensive class
 |
| **Jan.2009 – Jul.2009** | ***University Lecturer*** |
| *HCMC University of Technical Education**HCM city, VN* *www.hcmute.edu.vn* | Teaching grammar 2 (using Oxford grammar practice book) and writing 2 (about writing paragraph, using Effective academic writing 1 book). |
| ***Achievements:*** * Connect with the previous level subjects
* Correct students’ writing mistakes using signals
* Give constructive and in-time feedback to students’ writing
 |
| **Sept.2008 – Jan.2009** | ***Teaching Assistant*** |
| *HCMC University of Technical Education**HCM city, VN**www.hcmute.edu.vn* | Teaching writing 1 (using compiled textbook) and grammar 1 (using Oxford grammar practice book) for freshman students, English 3 (using Headway pre-intermediate book) for sophomore students.First time teaching skill subjects to English majors.  |
| ***Achievements:*** * Give better instructions to students
* Better adapt to the Headway textbook
* Set higher goals for sefl and students
 |
| **Apr.2008 – Jul.2008** | ***Teaching Assistant*** |
| *HCMC University of Technical Education**HCM city, VN**www.hcmute.edu.vn* | Teaching English 3 for sophomore students (using Headway pre-intermediate book).First time teaching adult students. Large class size. 3 periods/session |
| ***Achievements:*** * Improve making presentation skill.
* Learn to control large class size class
* Improve voice and energy to teach 3 periods in a row.
* Adapt to new textbook.
* Have interactive activities to encourage students to speak
 |
| **Nov.2007 – Mar.2008**  | ***English Teacher*** |
| *Le Quy Don Gifted High School**Quy Nhon city, Binh Dinh province, VN* | Teaching English for 10th grade students.First time official teaching.***Responsibilities**** Making lesson plans
* Following the national curriculum guide
* Making exam test papers
 |
| ***Achievements:*** * Improving lesson plan making skill.
* Controlling voice volume
 |

ACTIVITIES:

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| ***Time*** | ***Activities*** |
| Sept.2012 ~ 2013 | Teaching English for HIV children in Thu Duc District.***Responsibilities**** Cooperating with other teachers in allocating lessons
* Provide children with a safe and interesting class meeting
* Encouraging them to learn
 |
| ***Achievements:*** * Understanding their difficulties
* Children teaching skills
* Feeling more motivation
 |
| *2014* | Winning the first prize with my faculty team for the Marx-Lenin ideology contest held by University of Technology and Education, Ho Chi Minh City.  |
| Competing in the final round of the Marx-Lenin ideology contest held by the Ho Chi Minh City Youth Union |
| 2015 | Teaching English for underprevileged children in District 9. ***Responsibilities**** Cooperating with other teachers in allocating lessons
* Encouraging them to learn
 |

TECHNICAL AND PROCESS SKILLS:

Notes:

Level of skills:

1: Limited knowledge

2: Limited ability to perform
3: Can perform with assistance
4: Can perform without assistance
5: Can give expert advice and lead others

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| **Skill names** | **Level of skill** | **Months of experience** |
| **Operating Systems** |
| Windows OS | 4 | 60 |
| **Tool** |
| Microsoft Word | 4 | 24 |
| Microsoft Power Point | 4 | 24 |
| Microsoft Excel | 4 | 24 |
| SPSS | 3 | 12 |
| **Communication** |
| Internet | 4 | 36 |
| Email | 4 | 36 |

ABILITIES:

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| Work under pressure |
| Easily adjust to new environment |
| Be good at logical thinking |
| Self-working and self-motivating |
| High commitment to work |

LANGUAGES:

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| --- | --- |
| Vietnamese | Native language |
| English | Advanced* + IELTS score: 7 / 9
 |
| Russian | Intermediate |

REFERENCE:

**Dinh Thu Nguyen**

Doctor, former Dean of Faculty

Faculty of Foreign Language

HCMC University of Technical Education

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