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| **EDUCATION** |

**Hanoi Foreign Trade University, Vietnam 2006 – 2010**

Bachelor of International Economics and Business (GPA: 8.22/10, (top 5%)

**English proficiency: IELTS:** 8.0/9.0

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| **PROFESSIONAL EXPERIENCES** |

**Navigos Group – a leading executive search company in Vietnam – *Recruiting consultant* 6/2016 – now**

* Expanded recruiting business of the company into market of Japanese companies in Vietnam.
* Developed strong relationship with Japanese clients of various fields (banking and finance, manufacturing, logistics service…)
* Supported hiring needs of Japanese companies, consulted the clients with information of Vietnamese labor market, labor laws and labor practice for both expatriates and local employees.
* Provided advisory for job seekers with thorough job market information and high quality job opportunities.

**Fair Consulting Vietnam Joint Stock Company - Vietnam -** ***General business consultant* 01/ 2014 - 09/2015**

* Translated regulatory documents related to laws of accounting, tax, and investment laws from Vietnamese to English and Japanese.
* Translated documents and papers in English and Japanese into Vietnamese to submit to local authorities to obtain business license, work permit, labor visa and residence card.
* Interpreted and coordinated in meetings and discussion between foreign investors and local governments.
* Consulted foreign businesses on compliance with regulations of taxes and employment in Vietnam.
* Advised foreign businesses on legal requirements related to business setup and cross-border trading.

**Fair Consulting Tax Corporation – Tokyo, Japan – *Associate/National*** ***(Vietnamese) representative*  12/2011 – 12/2013**

* Translated documents in international taxation n Vietnamese into Japanese and English and vice versa.
* Analyzed cross-border transactions based on functional and financial information and data, supporting Japanese senior consultant to evaluate the market prices of the goods and services in the transactions.
* Led a team of 4 (4 Japanese members), developed a handbook on Vietnamese tax system in Vietnamese and Japanese for Japanese companies; the tax handbook was utilized by Japanese External Trade Organization (JETRO) in annual seminars on Vietnam tax in 2013 and 2014, distributed to more than 200 Japanese companies in each seminar.

**Japan International Cooperation Agency (JICA), – Project on Tax Administration Reform in Vietnam - Hanoi, Vietnam - *Project Assistant* 02/ 2010 – 09/ 2011**

* Translated legal documents related to tax and accounting system in Vietnamese to English and vice versa.
* Interpreted in discussions, seminars and workshops delivered by Japanese experts to local tax and finance officers.
* Guided by Chief Advisor, amended 2 circulars related to usages of invoices and international taxation.

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| **EXTRA CURRICULAR ACTIVITIES** |

**PASS training – *Co-founder* 12/2015**

* Giving classes about Business English and Business Communication Etiquette, attracting 30 students.

**Glocal Ventures Incorporates - Hanoi, Vietnam - *Freelancer/Translator*  07/ 2008, 07/2009, 07/2010**

* As a translator and volunteer, delivered 4 seminars about student-centered teaching method, health and hygiene to teachers in schools of remote areas of Lao Cai, Vietnam.
* Supervised 10 children out of 50 of Hanoi Social Support Center (No.3) in a summer picnic.

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| **HONORS AND AWARDS** |

* 1st prize in English Essay Contest hosted by Australian Center of Education and Training (ACET) (2010).
* 2nd prize in Essay Contest about Gender Equity hosted by Vietnam National Broadcasting Station and Norway Embassy (2010).