

CURRICULUM VITAE

Application for:

I. PERSONAL DETAILS

Full Name : Phuong Thanh Huyen	Date of Birth: August. 3rd, 1979
	Place of Birth : Hanoi
ID Number : 011 976 919 Issued on 27-11-1996 at Hanoi	
Gender : Female	Marital Status : Married
Contact Address : No.1, Alley 46, Nguyen Hoang Ton Str., Tay Ho Dist., Hanoi, Vietnam	Mobile phone Number : +84 938 055 588
	Contact Telephone Number : +84 938 055 588
E-Mail Address : huyen.chvi22@gmail.com	
Languages: Chinese, English	

II. STRONG POINTS

1. Good interpersonal skills
2. Dynamic, hard-working, confident
4. Good sense of team work and responsibility
5. Good communication and presentation skills

III. WORKING EXPERIENCES

Most Recent : Taipei Economic and Cultural Office in Hanoi, Vietnam(TECO)	
Most Recent Job Title :Deputy Representative's Secretary	
From 03-2005 to now	Job description : Translating Documents, News Searching Information from networks Held Meetings, Events,
Company : Taipei Office	
Job title : Secretary	

From 12-2003 to 02-2005	Job description : 1. Managed interpreters group and Vietnamese labors 2. Administration jobs 3. Document Translation 4. Interpretation
Company : Huatong Ltd., Co, in Taiwan	
Job title : Supervisor	

From 6 - 2001 to 12 - 2003	Job description : 1. Managed Client Service Division 's staffs, planned working jobs Translated Business documents and relevant documents ... 2. Held Meetings, Events, Client Meetings... 3. Contact customers, meet their requirements, explain and help to solve the problem of the product use 4. Took part in product's DM design work, create business slogan, business plan... 5. Handled Administration works
Company :Natural Beauty Ltd.,Co	
Job title : Staff of Business Division, Head of Client Service Division	

IV. EDUCATION BACKGROUND

From 12 - 2006 to 5 - 2009	Major : English(Second Degree)
Institution : Hanoi National University	

Vietnam - College of Foreign Languages	Degree Attained : Good
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From 9 - 1997 to 5 - 2001 Institution : Hanoi National University - College of Foreign Languages	Major : Chinese
	Degree Attained : Good

From 9 - 1994 to 5 - 1997 Institution : Foreign Languages High school -Hanoi National University	Major : Chinese
	Degree Attained : Excellent

Chinese Language :			
Excellent	<input checked="" type="checkbox"/>	Fair	
Good		Basic	

English Language :			
Excellent		Fair	
Good	<input checked="" type="checkbox"/>	Basic	

Computer skills: Microsoft Office, Excel, Microsoft Outlook, PowerPoint, World Card...			
Excellent		Fair	
Good	<input checked="" type="checkbox"/>	Basic	

V.OTHER PROFESSIONAL TRAINING:

From 7 - 2006 to 10 - 2006 Institution : Hanoi Science Economic Association	Major : Accountant
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V.RELATIONSHIPS:

Dad: Ph- ́ng C«ng S-́n Date of birth:
Retired 1954

Mother: NguyÔn ThÞ Minh Date of birth:
Retired 1954

Spouse : NguyÔn M¹nh Hù Date of birth:
Engeneer 1979

Son: NguyÔn Minh Phong Date of birth:
2008

Elder Sister: Ph- ́ng Hảng S©m Date of birth:
Interpreter in Japanese 1981
Sumitomo Bakelite Co.,
Ltd

Elder Sister: Ph- ́ng Thuú Linh Date of birth:
Accountant- Chinese 1983
Interpreter
Huawei Technology Divide
Co., Ltd

I, myself, guarantee the above truly, if any information is invalid or inaccurate I will be taken responsibility or dismissal.

Yours sincerely