

# Europass Curriculum Vitae



## Personal information

First name(s) / Surname(s) **TO QUYEN THAI**

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Nationality Viet Nam

Date of birth 25<sup>th</sup> February, 1989

Gender Female

## Work experience

Dates June 2012 – December 2012

Occupation or position held Secretary

Main activities and responsibilities Supported General Manager and Sales department; translated documents; made meeting reports

Name and address of employer A Nguyen Trading Co., LTD. Tan Binh district 1, Ho Chi Minh city, Viet Nam

Type of business or sector Import needle from Japan and trading

Dates November 2011 – June 2012

Occupation or position held Manager Assistant

Main activities and responsibilities Supported Manager; Interpreter; Translator; assisted in the Accounting department

Name and address of employer Tokyo Beauty Vietnam Co., LTD. 161- 163 Calmette, Nguyen Thai Binh ward, district 1, Ho Chi Minh city, Viet Nam

Type of business or sector Japanese leading Beauty salon

## Education and training

Dates 19<sup>th</sup> September 2016 – August 2018 ( expected graduation time)

Title of expected qualification Laurea Magistrale in International Relations – European Affairs

Principal subjects/occupational skills awarded Core courses: Europe in the world Politics, Politics of European Democracies, Strategy and behaviour in Economics, History and international relations of Middle East, EU constitution, EU institutions

Name and type of organisation providing education and training Alma Mater Studiorum – Universita di Bologna

Dates 1<sup>st</sup> April 2014 - 20<sup>th</sup> March 2016

Title of qualification awarded Master of Arts in International Relations – Global governance program

Principal subjects/occupational skills covered Thesis title : "Challenges for features and reform of the Italian industrial structure - A Study on the industrial policy to strengthen competitiveness- ".  
Core course: European Studies, Regional Integration (focus on European Economy), Economic Integration, Special Studies on Global Cooperation, International Macro Economics

Name and type of organisation providing education and training University of Ritsumeikan - Japan

Dates 5<sup>th</sup> October 2007 - 11<sup>th</sup> November 2011

Title of qualification awarded Bachelor of Arts in Oriental Studies

Principal subjects/occupational skills covered Core course: Japanese, Political Economics, Social Statistics, Method of Scientific Research, Marxist Leninist Philosophy

Name and type of organisation providing education and training Vietnam National University – The Ho Chi Minh City University of Social Sciences and Humanities

## Personal skills and competences

Mother tongue(s) **Vietnamese**

Other language(s) **English, Japanese, Chinese, Italian**

Self-assessment <i>European level (*)</i>	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
<b>English</b>	C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
<b>Japanese</b>	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
<b>Chinese</b>	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	independent user
<b>Italian</b>	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(\*) *Common European Framework of Reference for Languages*

English: TOEFL IBT score 87 (2016/3)

Japanese: Japanese Language Proficiency Test N1 score 141/180 (2015/9)

Social skills and competences

- Team work: I have worked in a team of an IT company in Japan as a Communicator (part-time job) to support Japanese engineer and Vietnamese engineer.
- Work independently, gained through my experience as an assistant
- Good ability to adapt to multicultural environments, gained though my study in Japan and culture interaction with students came from various countries.
- Good communication skills gained through my part-time job as receptionist at Italian Consulate

Organisational skills and competences

- Leadership: I was a leader in a working team for projects in my undergraduate studies.
- Administration of budget: gained through my job as an assistant
- Administration of people: gained through my job as an assistant. I was helping my supervisor for selecting candidates and worked in a part of recruitment process. And I worked as a teaching assistant in my graduate studies.

Computer skills and competences

- Good command in Microsoft office <sup>TM</sup> tools (Word <sup>TM</sup>, Excel <sup>TM</sup>, Powerpoint <sup>TM</sup>)
- Basic knowledge of graphic design applications ( Photoshop <sup>TM</sup>)

**Additional information**

- Awarded Fujian Association Encouragement scholarship ( 2002-2011)
- Was ranked third in secondary school for the graduation test
- Awarded Ritsumeikan University Special Encouragement Scholarship (2014/4 – 2016/3)
- Awarded Kato Asao International Scholarship ( 2015/4 – 2016/3)
- Awarded full tuition fee waiver of University of Bologna (2016/9 – 2017/8)

**Other activities**

- Supported as Conference Angel at Agorada+ 2016 "Social innovation for territories" which is organised by Eurada, with cooperation of Regione Emilia-Romagna, supported by European Commission and so on. (<http://www.agorada-bologna.com/>)
- During student period, worked as freelancer: interpreter (at conference, business matching... ) personal language teacher
- Part-time job as translator at [zigexn](http://zigexn.co.jp/#zigexn_top) co.,ltd ( [http://zigexn.co.jp/#zigexn\\_top](http://zigexn.co.jp/#zigexn_top)) (2013/4- 2014/4) in Tokyo

