

CURRICULUM VITAE



PERSONAL INFORMATION:

Full name:	Tran Thi Thanh Huong
English name:	Cathy
Date of Birth:	20th February 1981
Place of Birth:	Hai Phong city
Gender:	Female
Nationality:	Vietnamese
Race/Dialect:	Kinh
Religion:	None
Marital Status:	Married
Current address:	No.448, Group 8, Thanh To ward, Hai An District, Hai Phong city
Mobile Phone:	+84. [REDACTED]
Email Address:	[REDACTED]

EDUCATIONAL BACKGROUND:

- Bachelor of English, 2004, University of Hai Phong Management and Technology
- Bachelor of International Business Economics, 2011, Foreign Trade University
- Certificate of Computer, 2004, University of Hai Phong Management and Technology

WORKING EXPERIENCES:

- 2005-2010: I worked as a translator for NASICO which is a shipbuilding company in Hai Phong city.
- 2011- 2016: I worked as a customer service officer for BEE Logistics Corporation which is a shipping agent and logistics forwarder in Hai Phong city.
- 2017- 2018: I worked as a customer service officer for PEC which is a center of teaching English and studying aboard consultancy in Hai Phong city.
- 2019- 06.2024: I worked as a customer service officer for Vietnam Edulinks Education Consultancy JSC (VINEC) which is a company of teaching English and studying aboard consultancy in Hai Phong city.

PERSONAL SKILLS

- I can speak English fluently and use Microsoft Word, Microsoft Excel, PowerPoint, Web, ... competently.
- I always get along with people and have ability to be a good problem solver.
- I always have high responsibility, good communication, carefulness, creativeness, enthusiasm.
- I have much experience in customer service.

HOBBIES AND INTERESTS:

- Reading books in Vietnamese and English
- Travelling

ADDITIONAL INFORMATION:

- Health: Very good
- Charater: Energetic, friendly.

I confirm that the information provided is truthful.

I look forward to hearing from you soon.

Yours faithfully,

Tran Thi Thanh Huong (Cathy)