


Curriculum Vitae

1. Information

First Name	Dung	Last Name	Nguyen Quoc	
Date of Birth	16 th Aug, 1987	Sex	Male	
Passport No.	B3043179	Nationality	Vietnam	
Phone No.	+84986681535	Marital Status	Single	
E-Mail	dungnq@itbox4vn.com			

2. Education

Institution	Major	Term		Diploma	Grade
		From	To		
University of Science	Bioinformatics	2005	2009	Bachelor	7.09/10

3. Foreign Languages Abilities

Languages	Test Name	Point
English	IELTS (2011)	6.5
Mandarin	Intermediate	Intermediate

4. Professional Career

Organization	Term		Responsibilities
	From	To	
University of Science	8/2009	1/2010	Do research and make report
MCM Joint Stock Company	5/2010	6/2011	+ Work as an interpreter/translator for the company. + Translate technology document (English) to Vietnamese. + Recruit employees for company
SK Telecom	7/2010	12/2010	Achieve Korean Scholarship for Studying and Working.
BCB (www.bancuabe.org)	7/2011	Now	Organize healthy and educational activities for children and their parents in Vietnam

Peach Garden (Singapore)	11/2011	5/2012	Management Trainee
Freelancer Translator	2010	now	Translate documents using OmegaT

5. Skills & Qualification and Awards

- Analyzing & Investing Securities – Centre of Economics Development
- Freedom certification – Leading Performance Singapore
- Professional Selling Skills – PACE Institute of Leadership & Management
- Computer Network System – Nhat Nghe Academy

6. Soft Skills

- Good teamwork orientation
- Ability to work under pressure
- Good presentation
- Good customer service skills
- Well adaptable to new environment