



NGUYEN THI MINH NHAN (HEATHER)

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EDUCATION

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| B.A. Sociology , National University of Singapore | May 2014 |
| Diploma in Biomedical Engineering , Ngee Ann Polytechnic
Diploma with Merit
GPA: 3.8/4.0 | April 2010 |

WORK EXPERIENCE

Infinity Treasure (Part-Time) 2013 to present
Personal Assistant

- Carried out administrative work
- Followed up with customers' feedback on their investments
- Introduced and guided potential investors to the program

Changi General Hospital (Full-Time) 2010 to 2011
Relations Officer, International Medical Services –Business Development

- Took responsibilities for administration work of the department
- Analyzed patients' profiles to refer them to appropriate specialists
- Liaised with International Medical Companies, Embassies and Airlines on insurance claims and repatriation.
- Organized medical consumer seminars for 250 participants as part of Singapore Tourism Board's healthcare promotion event in Singapore and Vietnam.
- Increased total monthly patients load by 30%

Data Storage Institution, NUS March-Sept 2009
Intern

- Developed research project on Nanotechnology
- In close contact with professors and teachers in research field
- Organized inter-departmental sports competition.

QUALIFICATIONS

My recently completed education and previous working experience have provided me with the skills, cultural exposure and passionate spirit necessary to contribute to the company.

- Social skills: effective communication, teamwork, customer service, multitasking, sales.
- Computer skill: Proficient in MS Excel, MS Word, MS power point
Basic knowledge in C++, Mat lab, website design

LANGUAGES

Vietnamese. English, Mandarin and basic Korean

ACTIVITIES

Gentle Fund Organization

Volunteer

- In charge of human resources for the fund raising concert (60 staff) at DBS auditorium
- Interpreter for Vietnamese patients.

Project X

Member

- Researched and interviewed sex workers on their perspectives of life in Singapore
- Created a photographic journal to raise public awareness.

REFERENCES

Available upon request