



VU THI TO UYEN

- June 27 1994
- Female
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OBJECTIVE

Current Academic Coordinator with nearly 4 years of experience in education and training. Experienced in working with children and teenagers, handling school projects as well as solving problems occurring. Seek to work in an environment that offers chances to utilize knowledge and skills and contribute to the continued growth and success of the organization.

SKILLS

- Microsoft Office Applications
- English
- Mandarin Chinese
- Communication
- Teamwork



EDUCATION

UNIVERSITY OF LANGUAGES AND INTERNATIONAL STUDIES -
VIETNAM NATIONAL UNIVERSITY, HANOI
Bachelor in Applied English Linguistics

SEP 2012 - JUNE 2016



EXPERIENCE

ACADEMIC COORDINATOR AT BRAINCLICK VIETNAM EDUCATION
AND TRAINING JOINT STOCK COMPANY

SEP 2016 - JUNE 2020

For school projects:

- Develop pacing guides and monitor teaching pace of teachers to ensure that they follow the given pacing guides properly.
- Coordinate with related departments regarding teaching and testing schedule for classes, administering tests, marking tests, reporting scores and providing progress reports for students.

For courses at Brainclick - OEA Vietnam:

- Follow up the progress and completion of projects of public primary and secondary courses at the center
- Be in charge of clubs and holiday events/activities (plan, coordinate, manage process).

Other tasks:

- Coordinate with Academic Manager in giving solutions when necessary
- Do other tasks assigned by Academic Manager and Vice Director of Studies.

TRANSLATOR FOR FACEBOOK FAN PAGE

2013 - PRESENT

Voluntarily translate interviews, short videos, fan-made videos, TV series and movies from Chinese and English to Vietnamese for Facebook fan pages related to showbiz

FREELANCE TRANSLATOR

JUNE 2016 - MAY 2017

Translated TV series, movies, scientific shows from English to Vietnamese for Vietcontent and Hiventy Asia – Việt Nam

TEAM LEADER OF A FREELANCE TRANSLATOR TEAM

MARCH 2015 - JUNE /2015

- Sought for and coordinated translators
- Translated TV series from Chinese and English into Vietnamese
- Edited and turned in translations to clients



HONORS & AWARDS

2019 Employee of the Year – Brainclick Vietnam Education and Training JSC

In recognition and appreciation for the contribution made to the company over year 2019