



## PHAM THI THU HUONG

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### JOB EXPECTATIONS

<b>1. Professional work environment</b>	: Measured by mutual respect, open communication, good leaders and collaborative team and well-paid salary and benefits;
<b>2. Interesting job</b>	: Suits the candidate's personalities and allows the candidate to fully utilize her strength and abilities; inspires her and helps her improve herself or learn new things.
<b>3. Desired job category</b>	: Business development, domestic and international sales, account management, marketing and market analysis, professional interpretation in terms of energy and renewable energy, environment, construction and property, trade, and import and export...

### WORK EXPERIENCE – FULL TIME JOBS

Company	Scope of Business	Title	Date
<b>Trading company (Lebanon)</b>	<b>Export-Import</b>	<b>Assistant Director</b>	<b>From Dec-2012 to Present</b>
Support a group of Lebanese American investors in managing the local market of coconut shell charcoal. The main responsibilities include seeking clients as the local manufacturers/enterprises, placing orders, contracting, supervising production as well as shipment to Middle East and Africa. Besides, actively conduct research on other clean energy products (the charcoal of rice husk and saw dust), industrial materials (yarn, paper) and consumer goods (black tea and coffee).			
<b>Enecore Carbon Limited (Italy)<sup>1</sup></b>	<b>Clean Project Development Consulting</b>	<b>Senior Associate – Business Development</b>	<b>From Sept-2009 to Oct-2012</b>
Assisted Enecore's Board of Management in establishing a representative office (RO) in Vietnam; on behalf of Chief Representative, managed business development activities (sales, marketing, market research, building up a client base, account management...) of the RO in Vietnam, Laos, Cambodia in the renewable energy and environment sectors, specializing on Clean Development Mechanism (CDM) project consultancy.			
	•	Managed all client accounts and the project pipeline in Vietnam;	
	•	Conducted market research, sought for business potential in Laos and Cambodia;	
	•	Sought and did preliminary assessment on potential Clean Development Mechanism projects in types (hydro, wind, solar, biomass energy, methane avoidance, landfill gas, energy efficiency, fossil fuel switching, cement...);	
	•	Was a communication focal point of Enecore with local authorities in Vietnam and Enecore's clients having business in Vietnam, Laos and Cambodia;	

<sup>1</sup> Compliment Letter by Manager for significant contribution of the candidate to the organization attached herewith.

	<ul style="list-style-type: none"> <li>• Creatively thought and discussed with Chief Representative about the appropriate business model of Enecore in Vietnam;</li> <li>• Went on business trips to provinces and cities for market research or contract negotiation;</li> </ul>			
<b>Space 21 Fonexim Co., Ltd (Korea)</b>	<table border="1"> <tr> <td><b>Construction &amp; Property Investment</b></td> <td><b>Project Management Assistant &amp; Interpreter</b></td> <td><b>From Jul-2008 to Aug-2009</b></td> </tr> </table>	<b>Construction &amp; Property Investment</b>	<b>Project Management Assistant &amp; Interpreter</b>	<b>From Jul-2008 to Aug-2009</b>
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Worked as Office Manager for day-to-day office administration; assisted the Board of Project Management mainly in translation, interpretation and paperwork preparation related to construction of the project.				
<ul style="list-style-type: none"> <li>• <b>Company Establishment Phase</b></li> </ul>				
	Managed office setup (leasing, assisting in workplace design, listing and purchasing equipment, furniture, installing Internet/Phone) and was in charge of day-to-day administration for smooth operation of the office.			
<ul style="list-style-type: none"> <li>• <b>Project Pre-Construction Phase</b></li> </ul>				
	<ul style="list-style-type: none"> <li>• Interpreted in the meetings between the Board of Project Management and investors, contractors, consultants;</li> <li>• Translated legal documents, official letters, technical letters, reports and construction contracts (design consultancy, quality inspection consultancy, bomb detection &amp; treatment, test pile commencement, CM&amp;CS) required by the Board of Project Management;</li> <li>• Prepared Meeting Minutes, weekly reports, Official Letters to send to investors, contractors, local authorities, etc;</li> <li>• Assisted the Board of Project Management in drafting contracts, MoUs;</li> <li>• Set up the Project's archives for easy follow-up and reference;</li> <li>• Performed specific researches as requested by the Management</li> </ul>			
<b>TT-Royal Ltd., Co (now OSC Securities JSC)</b>	<table border="1"> <tr> <td><b>Finance/Investment</b></td> <td><b>Interpreter &amp; Junior Investment Consultant</b></td> <td><b>From Jul-2007 to Jul-2008</b></td> </tr> </table>	<b>Finance/Investment</b>	<b>Interpreter &amp; Junior Investment Consultant</b>	<b>From Jul-2007 to Jul-2008</b>
<b>Finance/Investment</b>	<b>Interpreter &amp; Junior Investment Consultant</b>	<b>From Jul-2007 to Jul-2008</b>		
Translated the documents on finance, real estate, banking, M&A, licensing, tax and contracts; assisted the Department Manager in preparing the application documents for issuance of Investment Certificates, Business Licenses, branch establishment, etc. for clients.				

<b>WORK EXPERIENCE – FREELANCE<sup>2</sup></b>	
<b>Roles</b>	<b>Services/Projects</b>
<ul style="list-style-type: none"> <li>• <b>Translator</b></li> </ul>	Book translation
1.	<b>That Summer</b> (Novel, nationwide distribution in 2010, translation from English into Vietnamese);
2.	<b>Kiss me, I'm single</b> (Psychology book, nationwide distribution in 2010, translation from English into Vietnamese);
3.	<b>Price</b> (Economic book, nationwide distribution in 2008, translation from English into Vietnamese with other translators);
4.	<b>Thinking Parent, Thinking Child</b> (education book, nationwide distribution in 2007, translation from English into Vietnamese);
5.	<b>Comprehensive Development of Kids</b> (sport manual, internal distribution in Vietnam Athletics Federation, translation from English into Vietnamese);
6.	<b>IAAF Educational Cards-Kid's Athletics</b> (sport manual, internal distribution in Vietnam Athletics Federation, translation from English into Vietnamese);
7.	<b>IAAF Member Federation Management</b> (sport manual, internal distribution in Vietnam Athletics Federation, translation from English into Vietnamese);
<ul style="list-style-type: none"> <li>• <b>Interpreter</b></li> </ul>	Business Interpretation
<ul style="list-style-type: none"> <li>• <b>English Teacher</b></li> </ul>	Phonetics and English communication

<sup>2</sup> Client references available upon request

## EDUCATION<sup>3</sup>

University	Degree	Major	Date
• La Trobe University (In association with Hanoi University)	MBA (Master in Business Administration)	General business	From Aug-2008 to Feb-2010
• Hanoi University (formerly Hanoi University of Foreign Studies)	Bachelor of English	English Translation & Interpretation	From Sep-2003 to Jun-2007

## SKILLS

<ul style="list-style-type: none"><li>• Accurate and speedy translation and interpretation from English into Vietnamese and vice versa;</li><li>• Great communication and presentation in both English and Vietnamese;</li><li>• Good persuasion and negotiation;</li></ul>	<ul style="list-style-type: none"><li>• Effective time management;</li><li>• Excellent IT skills with Microsoft Office Word, Excel, Power Point, Outlook, CRM and searching tools;</li><li>• Excellent ability to work in a team or independently.</li></ul>
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## PERSONALITIES

<ul style="list-style-type: none"><li>• Persistent</li><li>• Organized</li><li>• Aggressive</li></ul>	<ul style="list-style-type: none"><li>• Decisive</li><li>• Cautious but ready to take risks</li><li>• Inquisitive</li></ul>	<ul style="list-style-type: none"><li>• Humorous</li></ul>
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## REFERENCES

<b>Mr. Hassan Bahsoun</b> Trader and Investor Mobile: <i>provided upon request</i> Email: <i>provided upon request</i>	<b>Mr. Lewis Cerne</b> Enecore Carbon Ltd – Chief Representative in Vietnam / Business Development Manager Mobile: +85 267 079 976 Email: <a href="mailto:lewis.cerne@enecore.com">lewis.cerne@enecore.com</a>
<b>Ms. Jena Saffary</b> Enecore Carbon Ltd – Carbon Structure Department Email: <a href="mailto:Jena.saffary@enecore.com">Jena.saffary@enecore.com</a>	<b>Mr. Jong Ho Park</b> Project Manager – Space 21 Fonexim Ltd Mobile: +84 0938 284 930 Email: <a href="mailto:jhpark@sai-arch.co.kr">jhpark@sai-arch.co.kr</a>
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<sup>3</sup> Degrees available upon request