



# PHAM NGOC THUY DUYEN

TEACHING ASSISTANT

## PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with teachers or students in any English contexts.

## CONTACT

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## EDUCATION

VN-UK Institute for Research & Executive Education, Da Nang University  
International Business and Management, 2020

IELTS 6.0

## SKILLS

- Superb communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

TOPICA NATIVE - TOPICA EDTECH GROUP  
02/2019-PRESENT

- Participating directly in the interview process, selecting the appropriate candidates in the teacher's positions
- Training, guiding candidates, participating in implementing short training courses
- Negotiating benefits and responsibilities of teachers

MANUCHAR VIETNAM, HR-ADMIN INTERN  
MAY 2019 - AUG 2019

- Administrative tasks:
  - Receive incoming/outcoming documents
  - Organize official documents, contracts and related documents
  - Support hotel reservations, airline ticket booking when requested
- HR tasks:
  - Support the storage, sorting and filtering of employee records
  - Update HR Master database
  - Make contracts, decisions, internal memos

TOPICA NATIVE - TOPICA EDTECH GROUP  
JUL 2017 - JAN 2019

- Joined international teachers from EU, US, AU, etc in online English training classes
- Evaluated and verified teaching quality throughout criteria
- Trained profession, took care of newbies in the infant period