
Van Pham Thanh

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EDUCATION

- | | |
|------|---|
| 2016 | Troy University
Troy, Alabama, USA
<i>Master of Science - Second Language Acquisition</i>
<i>Honor Student with GPA = 4.0 (A= 4)</i> |
| 2012 | Troy University
Troy, Alabama, USA
<i>MBA – General Management with GPA=3.67 (A= 4)</i>
<i>Member of Delta Mu Delta Honor Society in Troy</i>
<i>University 2013</i> |
| 2010 | Foreign Trade University
Hanoi, Vietnam
<i>BBA- International Trade</i>
GPA = 7.86 (A = 10) |
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HONORS AND AWARDS

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| 2009 | “Creative paper” – a project honored by The
Businessmen (Doanh Nhan Magazine) |
| 2008 | The metal prize of “Starting up Business for students
2008” hold by the Vietnam Chamber of Commerce and
Industry (VCCI) |
| 2007 | Top 10 best projects of “Kawai Business Start-up 2007”
sponsored by Kawai Scholarship Fund (Japan) |
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PROFESSIONAL EXPERIMENT

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| June 2013 until now | National Economic University
207 Giai Phong Str., Hai Ba Trung Dist., Hanoi, Vietnam
<i>Lecturer – Business Administration</i> <ul style="list-style-type: none">• Teach at undergraduate classes based on |
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Department's schedule

- Participate in developing learning materials, preparing class schemes and maintaining records to monitor student progress, achievement and attendance
- Take part in the development, administration and marking of final exams and other students' evaluation.

January 2015 to
December 2015

Banking Academy – CityU

12 Chua Boc Str., Dong Da Dist, Hanoi

Lecturer – Business Plan

- Prepare and deliver lectures, tutorials and practical classes
- Assess student assignments and grade students' performance
- Organize and conduct field trips and excursions or other learning activities

January 2014 to
December 2014

FSB (FPT School of Business)

Viet – Uc Building, My Dinh 1, Tu Liem, Hanoi

Lecturer – Business Ethics

Average evaluation: 3.8/4

- Teach at undergraduate classes based on Department's syllabus
- Assist in the development of learning materials, maintain records to monitor student progress, achievement and attendance
- Participate in the development, administration and marking of exams and other assessments.

December 2013 to
February 2014

DECEN (Cao Bang Development Center) and Helvetas Swiss Intercooperation – Vietnam branch

No. C4-3, Song Bang, Cao Bang, Vietnam

Training course for Ethic Minority (EM) Community in Cao Bang

(A part of Poverty Reduction Program for EM Community based on Tourism)

- Provide basic knowledge about start-up business for EM team leaders

- Guide EM team leaders build up their own business plan based on their local handicraft products.
- Create real trading case study for EM team leaders practicing their lessons
- Take part in building handbook of business planning for EM Community

April 2013 to
July 2013

Clean ESD Products, Inc.

48340 Milmont Drive, Fremont, Silicon Valley, CA 94538, US

Internship in Company evaluation projects

- Reconcile the bank accounts and AR
- Prepare a list of possible bad debt (to Jul. 2012)
- Takek the physical inventory and worked out the inventory value
- Enter in QuickBooks the payments made by the customers using credit card

January 2008 to
August 2010

TigerLily Vietnam JVC.

Hanoi, Vietnam

Sales executives (09/2009 - 08/2010)

- Execute marketing campaigns, includes introducing new products and developing existing handicraft designs
- Enlarge customer network

Shipping/ Logistic Department (01/20018 - 09/2009)

- Track production process and worked closely with production department to ensure high quality products and adhere deadline
- Arrange shipping schedule and booking vessels for exporting orders
- Fulfill exporting documents due to customers' needs

SUMMARY OF QUALIFICATIONS

- Experience in office administration and management
- Experience using Excel, Word, Power Point and Adobe Photoshop