CURRICULUM VITAE OF

**NHI NGUYEN (AMY)**

**PERSONAL DETAILS**

Cellular: 514-929-1588

Email: amy.nguyen884@gmail.com

Address: 2047 Sauvé Est, Apt. 1, Montréal H2B 1A6

Languages spoken and written: English: Advanced

 French: Functional

Computer skills: Microsoft Office (Word, Excel, Power Point, Assess, Project)

 Sage 50 (also called Simply Accounting)

**EDUCATION**

* **LaSalle College,** Montréal, Québec
Accounting and Management Technology Program **DEC** (2014-2016)
* **Ho Chi Minh University of Foreign Language and Information Technology (HUFLIT),** Hochiminh City, Vietnam Tourism and Hospitality Program
**Bachelor of Business Administration** (2007-2011)

**EMPLOYMENT HISTORY**

* Nov 2011 to Sep 2012: **Administrative and Personal Assistant**

SmartKids International Child Care Centre, Hochiminh City, Vietnam

*Main tasks:*

* Document control, translation and interpretation English to Vietnamese and vice versa
* Project management
* Administration: staffing, insurance, purchasing, customer services...
* Marketing activities...
* Nov 2010 to Aug 2011: **Guest Relation Officer**Sofitel Saigon Plaza, Hochiminh City, Vietnam

*Main tasks:*

* Control guests’ profiles
* Provide guest services
* Welcome guests and V.I.P guests
* Check-in, check-out and solve complaints...

**PERSONAL CHARACTERISTICS**

* **Honest,** independent and sense of responsibility
* Able to work both independently and within team setting, **can easily adapt to various environments** and work effectively under pressure
* Capable of expressing ideas and communicating effectively, alternative to providing services in timely and courteous manner, while also improving professional and interpersonal skill
* Ready to take on new challenges and **confident in my ability to do so...**
* Well organized and get along easily with people of all ages and backgrounds

**INTERESTS AND LEISURE ACTIVITIES**

* Volunteer works, Cinema, Books, and Travel
* Jogging and Basketball