**CURRICULUM VITAE**

**Personal Information**

Nguyen Thi Thuy Trang

Date of birth: 06/06/1994

Address: Hue, Vietnam

Phone: 097 530 7260

Email: thuytrang95@gmail.com

**Career Ojbective**

A position of professional Restaurant Manager, want to work in an active environment with precious opportunities for career advancement

**Education**

From 2013 to 2017: Hospitality and Tourism Faculty, Hue University

Bachelor degree of Tour Operation and Management

**Work Experiences**

**Internship**

February 2017 – April 2017: Hue tourist Company, Hue City

- Conducted several daily tours (Hue City, Da Nang City and Hoi An) as the main tour guide to several groups of foreign tourists

- Assisted the company to tie ups with various tour agencies to provide a more holistic experience for the tourist

**Internship**

June 2016 – August 2016: Lapensee Restaurant, Ba Na Hills Mountain Resort

- Given good recognition by restaurant owner for active and passionate engagement with customer for a good meal experience at Lapensee

- Attended Sales Skill Course during the internship

- Involved in the restaurant daily operation such as waiting tables, engaging of customer and attending to their needs

**Restaurant Attendant**

December 2013 – December 2014: Prosperous Family Co. Ltd, Hue City

- Assessed positively by the restaurant manager as pro-active and adaptable

- Sells goods for foreigner and Vietnamese at the restaurant

- Involved in the daily operational activities at the restaurant, including receiving customers, waiting tables and attending to the customer’s needs

**Skills**

*Languages Skills*: Written and Spoken Proficiency, Vietnamese  and English Fluent

*Computer Skills*: MS Excel, MS Word, PowerPoint, Windows, Internet, Email,…

*Essential skills such as:*communication, teamwork, negotiation, presentation skill,...
*Communication skills*: The working experiences has improved my ability to communicate effectively with everybody. It also taught me the importance of  respecting the others.

**Activities**

April 2015 – December 2016: DHP Academy English Club

* gathered confidence in presenting in English
* Active in doing tourism related activities such as engaging tourists in conversational English
* Proactive at eagerness to learn English

Voluntary blood donation in 2 times

**Hobbies**

Reading psychology books, watching movies, TV, swimming, playing piano and traveling

**References**

Pham Thi Thuy Dieu

* Tour operator at Huetourist company
* E: huetourist6@gmail.com ; P: 097 557 8006

Trinh Thi Phuong

* Supervisor of The Ba Na Hills Mountain Resort’s Restaurant
* E: trinhphuong112@gmail.com ; P: 090 512 3037