



# NGUYỄN NHẬT MINH (NHAT MINH NGUYEN)

## PATRONUS ENGLISH CLASSES - IELTS TEACHER

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I have taught several freelance English and IELTS classes for students of all education levels, as well as adults. I have acquired an 8.0 IELTS certificate, and hosted several trainings and events in voluntary/ social organizations I worked for. While I help students achieve their target scores and enhance their English skills, I also want to help them grow personally.

## EDUCATION

**Awarded 3rd Prize of the Hanoi City English Excellence Contest**

Before university

**Awarded 1st Prize in the English Excellence Contest at Cluster level – Thạch Thất**

### Scholarships:

**FPT High school:** 70% scholarships in every attended semester (assessed by English score).

**Marie Curie High school:** BUV scholarships for excellent students in 1 semester.

**National Economics University (NEU)**

2020 - 2023

### Human Resources Management

Graduated 1 year early with Distinction Degree in 10/2023.

GPA: 3.53 / 4.

## QUALIFICATIONS & SKILLS

**IELTS 8.0** (Listening 8.5; Reading 8.0; Speaking 7.5; Writing 7.5)

**Microsoft Office** (MOS Word, MOS Excel, Zoom...)

**Google Workspace**

**Designing and Video making** (Canva, Splice, Powerpoint, Instagram, Capcut)

**Planning and organizing online/offline social events**

**Writing professional emails, meeting minutes and reports**

**Communication and teamwork skills.**

## WORK EXPERIENCE

**Freelance English & IELTS tutor**

2020 - Present

- Teach students with a wide range of ages: 7 - 43 years old.
- **Achievement:** Guided a student to achieve 6.5 IELTS score from 5.0 within 3 months.
- Teach Math in English for 1 primary student.

**Hong Ha Nutrition JSC (Công ty Cổ phần Dinh dưỡng Hồng Hà)**

7/2024 - 10/2024

**Import - Export & Market Analysis Intern**

- Translate and summary English articles to Vietnamese, and write reports on company's products.

**ManpowerGroup Vietnam**

3/2023 - 6/2023

**Training and Recruitment Intern**

**Recruitment:**

- Apply English in resolving problems with recruitment websites, writing JD and translation tasks.

**Training:**

- Communicate with foreign trainer in English to support more than 30 training sessions on company's training demand, training content, trainees' feedback and several admin tasks.

## EXTRACURRICULAR ACTIVITIES

**Hanoi Alumni Mentoring (HAM)**

10/2022 - Present

**Leader - Product&Tracking Department**

Host trainings and give presentations in social events.

Brainstorm scoring rules and events to maintain an engaged and encouraging environment for mentees.

**Young Leaders Network (YLN)**

2021

**National Human Resources Department - National Executive Board**

Teach English for 02 departments through online games and activities.

**Economic English Club (EEC)**

10/2020 - 5/2021

**Human Resources Department**

Guide a tour in English for 30 people including foreigners in "Hanoi In My Eyes 2020" Event.