



TRAM TRUONG

English & Vietnamese Language Teacher

 Phu Nhuan, Ho Chi Minh City, Vietnam

 +84396023696

 huyentram3110@gmail.com

SUMMARY

A dedicated language educator with over 5 years of experience, transitioning from direct instruction to educational program management. Driven by the philosophy of "consistent daily progress," I specialize in helping students refine their pronunciation naturally and accurately. My dual expertise in teaching and team coordination allows me to optimize training quality and meet the evolving needs of modern educational centers.

SKILLS

- Counseling
- Program Coordination
- Classroom Management
- Digital Learning Tools
- Office 365

LANGUAGES

- **Vietnamese:** Native
- **English:** Advanced

EXPERIENCE

Online English & Vietnamese Teacher | Zen City Foundation *Jan 2021 — Current*

- Instructing students in the US and Canada markets using flexible, highly applicable curricula.

Program Manager | Zen City Foundation *Mar 2024 — Sep 2025*

- Directed program operations and quality assurance while optimizing learning workflows and staff training to exceed organizational goals.

Team Manager & Phonics Coach | Zen City Studio *Jan 2023 — Feb 2025*

- Managed team operations, mentored TAs, and successfully launched a Bilingual After-School Program with specialized phonics coaching.

EDUCATION & CERTIFICATIONS

- **The Introduction to Psychology** | PSYMe (Feb 2026)
- **Cambridge TKT (Modules 1, 2, 3)** | Cambridge English (Dec 2025)
- **Pedagogical Training Certificate** | Hanoi Pedagogical University 2 (Dec 2025)
- **120-hour TESOL Certificate** | World TESOL Academy (Sep 2025)
- **Counselor** | Zen City Foundation (Nov 2024)
- **English Language Teacher Training** | Zen City Foundation (May 2024)
- **English Accent Training** | Zen City Foundation (Sep 2023)
- **Vietnamese Language Teaching Skills** | Zen City Academy (Dec 2022)
- **BA in Business Administration** | University of Economics of Ho Chi Minh City (2012 — 2016)