



# NGUYEN THI HOAI THUONG

MASTER'S STUDENT | WATER TECHNOLOGY REUSE AND  
MANAGEMENT  
VIETNAMESE GERMAN UNIVERISTY - INTAKE 2027



## Technical Skill

Water resources  
management

River basin management

Remote sensing

Literature review

Google Earth Engine



(+84) 708 105 297



thuong.nth06@gmail.com



## WORK EXPERIENCES

### QUALITY COORDINATOR - Categories: Technical, Outdoor, Decorative, Flooring, Kitchen, Storage

SGS VIETNAM | 12/2024 - present

- Worked with Quality, Sourcing and Supply Chain to discuss timeline for each category.
- Followed up the testing status of vendor.
- Checked sample for Silver Seal and Gold Seal Status.
- Trained vendor how to use Quality System and assist them to take action.

### ASSISTANT DIRECTORY

XUAN LOC COMPANY | 04/2024 - 10/2024

- Prepared method's paper determining rubber characteristics.
- Brainstormed ideas, made suggestions to improve the rubber process for the factory.
- Prepared weekly reports on checking rubber activities at the factory.
- Searched for suppliers of office products, chemicals for the quality management department.

### AUDIT ASSISTANT (AGRICULTURE)

CONTROL UNION VIETNAM | 05/2023 - 02/2024

- Answered Frequently Asked Questions online, offline.
- Created Relations in CUSI (client system data), sent the general organic information to the client.
- After application review process, facilitated the communication between client and certifier.
- Prepared and sent offer letter (calculation to be approved by certifier and fee approved by Managing Director), saved signed offer letter in APR.
- Sent the information related to CIS account (check correct email with client before sending CIS activation link).
- Created Process units, production units, species/products.
- Facilitated planning of audits (communicate with Managing Director and with qualified auditors).
- Followed up audit with auditor for the completeness of audit report and inform certifier.
- Coordinated client and certifier for label assessment and saved evidence in Cusi.
- After certifier approval finalized the settings in Cusi (status and link of products, units) to make the certificate ready for printing.
- Reported to the manager to business result & customer survey of team according to quarter.
- Supported to organize events educating certificate program.

### SALES ADMIN INTERN

BUZZMETRICS Corp | 12/2022 - 03/2023

- Printed, scanned, arranged, stored Contracts and related documents in Intranet - a Customer Development Management System.
- Planned timeline for 20 brands with acceptance, invoicing and payment.
- Worked closely with existing clients to update with Business Development the detailed information (cashflow, period, VAT) in the contract: around 1000 transactions in 4 days.



## EDUCATION

Ho Chi Minh City  
Open University

Bachelor's degree:  
Business  
Administration -  
International Business

Vietnamese German  
University

Master's Degree:  
Water Technology,  
Reuse and  
Management



## LANGUAGES

Vietnam  
Native level

English  
IELTS 6.0