

## PERSONAL INFORMATION

# TRAN NGUYEN NGOC THAO

Thanh My Tay Ward, Ho Chi Minh City, Viet Nam

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**Sex** Female | **Date of birth** 22/10/1999 | **Nationality** Vietnamese

## JOB APPLIED FOR

### English Teacher

## WORK EXPERIENCE

May 2024 – Present

### English Teacher

*Khoa Tri English Center — Ho Chi Minh City, Viet Nam*

- Teach grammar, reading, and writing skills to secondary school students using *iLearn Smart World*, *Global Friends*, and *Friends Plus* coursebooks.
- Support students in preparing for key academic milestones, including the Grade 10 entrance exam and the high school graduation exam, with a focus on reading comprehension.
- Deliver targeted instruction in IELTS Listening, Reading, Writing, and Speaking using the *Mindset for IELTS* coursebook, helping students work toward Band 6.5+ for academic or immigration purposes.
- Design and implement engaging lessons for young learners at Starters, Movers, Flyers, KET, and PET levels, utilizing age-appropriate methods to develop foundational English skills.

Sep 2023 – Jan 2024

### Teaching Assistant

*iSMART Education — Ho Chi Minh City, Viet Nam*

- Supported foreign teachers in delivering English-based Math and Science lessons to primary school students.
- Served as a substitute teacher when required, independently conducting lessons in both English and Vietnamese.

Feb 2021 – Aug 2023

### Supply Chain Executive

*DKSH Viet Nam — Ho Chi Minh City, Viet Nam*

- Managed inventory operations and coordinated logistics across multi-channel supply chains.
- Developed clear professional communication and teamwork skills—highly transferable to classroom management and staff collaboration.

Dec 2019 – Aug 2020

### Research Assistant

*Institute of Business Research - Ho Chi Minh City, Viet Nam*

- Edit and check for plagiarism in researchers' papers using MS Office, Grammarly, and Turnitin
- Prepare and translate English documents into Vietnamese and vice versa
- Do marketing work for the joint project between Lincoln University (UK) and University of Economics HCMC, and assist the organization of the International Conference on Business and Finance 2020

Dec 2017 – Apr 2019

### IELTS Teaching Assistant

*I-Educator English Center — Ho Chi Minh City, Viet Nam*

- Assisted in delivering structured IELTS classes and conducting focused practice sessions in listening and writing.

- Provided individualized academic support to help learners improve their target performance.

## EDUCATION AND TRAINING

*Apr 2026 – Present*

### **Pedagogical Training Certificate for Secondary and High School English Teachers**

*University of Social Sciences and Humanities, Viet Nam National University Ho Chi Minh City (USSH-VNUHCM) in association with University of Education Ho Chi Minh City*

*Sep 2023 – Present*

### **Second Bachelor's Degree in English Linguistics and Literature**

*University of Social Sciences and Humanities, Viet Nam National University Ho Chi Minh City (USSH-VNUHCM)*

Cumulative GPA: 8.05 / 10

*Sep 2017 – Dec 2020*

### **Bachelor's Degree in International Business**

*University of Economics Ho Chi Minh City (UEH)*

GPA: 8.3 / 10

## PERSONAL SKILLS

**Mother tongue(s)**

**Vietnamese**

**Other language(s)**

English

IELTS Band 8.0 (Oct 2024)

Listening: 9.0 • Reading: 8.5 • Writing: 7.0 • Speaking: 8.0

Japanese

JLPT N5 (2020)

JLPT N4 (Jul 2026 - not yet awarded)

**Computer skills**

### **Certificate of Basic Information Technology Application | January 2024**

- Issued by the IT Center of the University of Science, VNU-HCM (HCMUS).
- Demonstrated strong command of essential computing tools, office applications, and digital workflows, achieving an outstanding examination score: Theory: 9.0/10 | Practical: 9.3/10.

## ADDITIONAL INFORMATION

### **Certifications**

*Jul 2026*

### **Teach English Now! Theories of Second Language Acquisition**

- Authorized by **Arizona State University (ASU)** and offered through **Coursera**.

*Nov 2023*

### **Cambridge Teaching Knowledge Test (TKT) – Band 4 in all modules**

- Module 1: Language and Background to Language Learning and Teaching
- Module 2: Lesson Planning and Use of Resources for Language Teaching
- Module 3: Managing the Teaching and Learning Process

*Sep - Nov 2023*

### **TKT-TESOL Certificate**

- Completed a 10-week TKT-TESOL training course at the Foreign Language Center of the University of Education, HCMC.