

# Curriculum Vitae / Resume

Tuyen Nguyen Thi

+12036766878 ✉ tuyenthanu@gmail.com 🌐 <https://www.linkedin.com/in/tuyen-nguyen-491034176/>

## EDUCATION

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- ❖ **POST-GRADUATE DIPLOMA IN TESOL** Oct 2014 - May 2018  
*Hanoi University, Vietnam*  
- GPA: 8.38/10
  - ❖ **BACHELOR IN ENGLISH STUDIES - GPA: 7.87/10** Oct 2014 - May 2018  
*Hanoi University, Vietnam*  
- School awards for students with high academic performances in 2015  
- School's selection to write thesis statement

## TEACHING EXPERIENCE

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- ❖ **VIETNAMESE TEACHER ASSISTANT** Aug 2023 - Current  
*Yale University, the USA*  
- Deliver Vietnamese lessons to 40 students of different levels.  
- Support the primary teacher in material developments and administrations  
- Arrange regular cultural-exchange activities for students
  - ❖ **FOUNDER AND ENGLISH TEACHER** July 2021 - Current  
*Little Beans English Club - Bac Giang, Vietnam*  
- Design and deliver English lessons to 100 students in Thai Son, Bac Giang.  
- Communicate with parents about students' progress and special needs if any.  
- Organize monthly extracurricular activities for students to nurture different soft skills (reading club, projects about protecting the Earth, ect.).  
- Keep a bookshelf of around 1000 books for local students to borrow.
  - ❖ **MINISTRY OF EDUCATION AND TRAINING (MOET) TEAM LEADER AND ESL SPECIALIST** Oct 2019 - June 2021  
*The Dewey Schools - Hanoi, Vietnam*  
MOET Team Leader  
- Managed a team of 10 members to design syllabus, lesson plans and tests for grade 1 - 9 students  
ESL Specialist  
- Developed EFL curriculum for students from grade 1 - 5 (involving selecting age-appropriate standards and competencies, mapping resources, creating unit plans, designing tests. ect.)  
- Facilitated in-house training programs about Reader and Writer Workshop using Razkids and other resources, and Unit plans Comprehension for foreign teachers at the 2 campuses  
- Participated in field trips to other campus to keep track of their implementation of our program
  - ❖ **ENGLISH TEACHER - LEAD TEACHER** Jan 2019 - Sep 2019  
*Hoa Binh Latrobe High School - Hanoi, Vietnam*  
- Delivered English for 90 students from grade 10th to 12th using Tieng Anh 10, 11, 12 textbooks  
- Managed a team of 5 teachers in creating lesson plans and tests, peer observation and personal development.
  - ❖ **GRAPESEED TEACHER** Apr 2019 - Apr 2020  
*Viet Y Montessori Kindergarten - Hanoi, Vietnam*  
- Delivered English to primary students using GrapeSEED program  
- Hosted monthly meeting with parents to update students' progress
  - ❖ **IELTS TEACHER** Feb 2018 - Dec 2018  
*ZIM Academy - Hanoi, Vietnam*  
- Delivered English lessons to 30 students at starter and intermediate levels using self-designed materials  
- Tutored students with low achievements to meet their targets

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- ❖ **ENGLISH TEACHER** 2017 - 2018  
*Dream English Center - Hanoi, Vietnam*  
- Taught English to 2 classes of primary students level starter and Movers, using Family and Friends  
- Scheduled peer observations and feedback among teachers to sharpen teaching skills

## LEADERSHIP SKILLS

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- ❖ **FOUNDER AND LEADER** Sep 2016 - July 2017  
*Teacher-Share group*  
- manage a team of 5 people to produce online posts, podcasts and hold workshops for a group of 1500 teachers on Facebook  
- collaborate with experts and leaders of other teams to promote and improve our group
- ❖ **CLASS PRESIDENT** Sep 2016 - July 2017  
*Hanoi University*  
- Assisted teachers with daily duties such as printing, sending out emails, ect.  
- Attended meetings between class monitors to get updates and informed class members
- ❖ **HEAD OF HR TEAM** Oct 2015 - Oct 2016  
*Hanutimes - Hanoi University*  
- Managed a team of 6 members to set up community activities to support people in need (eg. patients with cancers, people in rural areas) in special occasions such as Full Moon Festival, Tet holiday, Children's Day  
- Organized regular activities to create bonding between all members in the club

## HONORS & AWARDS

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| Fulbright Scholarship for Foreign Language Teaching Assistant at Yale University  | 2023 |
| TESOL 190 hours certificate accredited by ALAP.                                   | 2023 |
| International Essay Contest for Young People by The Goi Peace Foundation          | 2020 |
| Post Graduate Diploma in TESOL issued by Hanoi University                         | 2019 |
| Interpreter at 9th Asia Pacific Conference on Public Health by Red Cross Vietnam. | 2018 |

## REFERENCES

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Dr. Nguyen Thanh Thuy  
English Professor at Hanoi University.  
Email: thuynt@hanu.edu.vn

Dr. Quang Van Phu  
Vietnamese Professor at University.  
Email: quang.van@yale.edu