



# BUI DINH LE UYEN

Address: Thu Duc district – HCM city, Vietnam.

Phone: 0963307911

Email: [leuyen5794@gmail.com](mailto:leuyen5794@gmail.com)

LinkedIn: <https://www.linkedin.com/in/buidinhleuyen/>



## CAREER SUMMARY

To work as an official staff by working efficiently and effectively toward organization goals.



## EDUCATION

### **Bachelor's Degree in Tourism & Hospitality Management | Van Lang University**

2017 – 2021

GPA of 7.65/10

Received Van Lang University 10% scholarship from 2018 - 2021.

Received TOEIC certificate of 770 pts issued by IIG Vietnam in 14<sup>th</sup> January 2021.

### **Highschool Diploma | Thu Duc Highschool**

2015 – 2017

Received Microsoft Office Specialist Word 2013 certificate of 888pts in 2016.



## EXPERIENCE

### **Part-time service staff | Dream tea Thu Duc**

24/10/2019 – 20/05/2019

Take order, make drink as customer required

Do cashier and delivery

Storing food and ingredients

### **Food & Beverage Intern | InterContinental Hotel & Residences Saigon**

01/06/2019 – 31/08/2019

Two-month internship in Room Service Department.

Work as a food runner staff and support Banquet section.

Received a certificated of merit from InterContinental Saigon Hotel & Residences for my internship and good compliment from Room Service Supervisor.

### **Human Resources Intern | Continental Hotel**

13/07/2020 – 13/09/2020

Two-month internship as an employee in Human Resources Department.

Edit and arrange hotel's documents - storage and printing.

Support official staff on the job.

Support internal event in hotel (Birthday, The best employee of the month).

## **Part-time Staff | Micro Boulangerie Artisan Bakery Shop**

23/11/2020 – 01/05/2021

Preparing ingredients for baker.

Selling bread for customers.

Take the pre-order of customers and hand over to the next working shift.

Inventory of baking ingredients.



### **STRENGTHS & SKILLS**

- Friendly and hard-working personality.
- Resourcefulness and good communication skill.
- Ability to work independently.
- Flexible to work long hours and weekends.
- Energetic and willing to learn new skills.
- Have a good sense of humor and hospitality personality.
- Team-work skill
- Good time management
- Proficiency in using Microsoft Word, PowerPoint – elementary in Excel.
- Good at English communication.