**Dang ThiQuynhTrang**

Room 1006C, N04, Udic complex, HoàngĐạoThuý, TrungHoà, CầuGiấy, HàNội.

DOB: 21/ 4/ 1989

TEL: +84 888 66 88 48/ trangdq.214@gmail.com

**EDUCATION**

**Department of Economics, University of Reading Reading, UK**

MSc in Banking and finance

in emerging economics (Merit Degree) September, 2012

**Foreign in Trade University Hanoi, Vietnam**

BSc in International finance June, 2011

**PROFESSIONAL EXPERIENCE**

***36.67 JOINT STOCK COMPANY***

***- No 36 CORPORATION – MINISTRY OF DEFENSE Hanoi, Vietnam***

***Assistant accountant1st April – 30th June,2013***

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

- Preparing sales invoices

- Inputting, matching, and coding of invoices

- Preparation of various reports for senior managers.

- Responsible for financial accounts including budgets and cash-flow.

- Supervising junior financial staff

- Assist in the preparation of monthly balance sheet account reconciliations

***FACULTY OF CORPORATE GOVERNANCE-ACADEMY OF POLICY AND DEVELOPMENT-***

***MINISTRY OF PLANNING AND INVESTMENT(APD)* July,2013 - Present**

***Senior lecturer 1st July, 2013 - 1stAugust, 2014***

Responsible for carrying out teaching and research duties.

Involved in the administration of undergraduate courses as well as responsible for organizing lectures and supervising seminars and tutorials.

* Involved in the research and designing of syllabus and materials.
* Assessing students course work and material.
* Involved in the set up of exams and the marking of results.
* Responsible for the departmental administrative tasks.
* Providing mentoring, advice and support to students on a personal level.
* Implementing University research projects and involved in its publication.
* Prepared monthly reports for senior managers.
* Actively leading class discussions and encouraging debate.

***Lecturer in Principle of Marketing 1st August – present***

 Delivering lectures to groups of students and using advanced teaching techniques to inspire and motivate them for higher level qualifications and then employment.

* Organized, implemented seminars, workshops.
* Was responsible for preparing learning material for courses and devising relevant practical activities.
* Involved in course team activities and curriculum development for students.
* Participated in the interviewing of potential students.

**SKILLS, ACTIVITIES & INTERESTS**

**Language: Fluent in Vietnam and English**

**Activities: SVUK, Reading University Alumni, APD trade union**

**Interests: Hanging out with friends, reading book and doing yoga**