

CURRICULUM VITAE

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NGUYEN LAN PHUONG

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Nguyen Lan Phuong holds a PhD in Pedagogics, and is head of the Department of Training and Education Development at NTTU. She has vast experience of education planning and curriculum development in higher education, as well as competence in many other areas of education management.

EDUCATION

2002 - 2004: Graduated as Bachelor and Certificates at Foreign Trade University, VN

2008 - 2010: Graduated as Master at St. John University, New York, USA

2011 - 2016: Graduated as PhD at University of Pedagogy/Ho Chi Minh City University of Education

Certificate of Vietnamese qualifications framework and curriculum development in higher education

Certificate of Evaluating the quality of training programs according to AUN standards
Certificate - AUN-QA international conference 2018

Certificate of Internal Auditing at QMS

Certificate of Teaching: TESOL

Certificate of Professional managers

Certificate of Learning Goals, Objectives and Outcomes: Their impact on curriculum design

Certificate of Management according to MBO and KPIs Targets

Certificate of Department heads and managers of educational facilities

Certificate of Effective leadership and management for vtet institutions

Certificate of Vietnamese qualifications framework and curriculum development in higher education

Certificate of Pedagogy for lecturers at junior colleges/universities

Certificate of Marketing strategy for vtet institutions

Certificate of Teaching Business English

PROFESSIONAL EXPERIENCE

2006 – present

Position: Education Manager

Company: Nguyen Tat Thanh University, Ho Chi Minh City, Viet Nam

Job description:

Planning, assigning tasks to, and supervising education advisers and reporting to the (Deputy) Principal and/or the Board of Directors.

Cooperating with faculties in recruiting teachers.

Proposing human resources and other facilities plans and policies and reward system to ensure the success of curricula/programs.

Providing strategic assistance to plan and develop NTTU in education and training programs

Managing timetables for all programs and courses at NTTU

Planning and organizing entrance exams

Developing education and training curricula guide to TQM, AUN – QA in NTTU programs

Managing and allocating faculty lesson plans

Developing and managing programs and training plans

8/2005 – 11/2006

Position: Specialist in Factoring Dept.

Company: Asia Commercial Bank (ACB), Head Office

Job description:

Studying and launching a new banking service in Vietnam: Factoring

Drawing up process and describing procedures of domestic and international factoring

Overseeing the marketing of factoring services

Arranging seminars and fairs for the launch of factoring services

Managing sales turnover

1/2005 – 7/2005

Position: Specialist in international payments.

Company: Nam A Commercial Joint Stock Bank, Head Office

Job description:

Providing customer service, assistance and consultation

Dealing with correspondent relationships

Collating and setting up daily foreign exchange rates for the bank

In charge of international transactions

10/2003 – 3/2004

Position: General English teacher

Company: ILA International Study Group, HCMC, Viet Nam

Job description:

Teaching English to 3 – 20 years old students

Coordinating classes

Correcting and grading students' work

Prepared class material