PERSONAL INFORMATION: Nguyen Viet Tran Nam

Village No 9, Thanh Van Commune, Thanh Chuong District, Nghe An Province (Vietnam)



 (+84) 974 728 766 nguyenviettrannam@gmail.com

Skype viettrannam

 WORK EXPERIENCE 

 1 Jan 2015–30 Jun 2016 Project Officer

ADRA International in Vietnam (Adventist Development and Relief Agency), Hanoi and Can Tho (Vietnam)

1. Coordinate and manage the international funded project named "Enhance Community Capacity in Disaster Risk Management and Climate Change Adaptation".
2. Organise the public events such as meetings, training courses, competitions, training courses, workshops from the local level to national level with diverse stakeholders for instants youths, parents and local authority staffs.
3. Directly provide the advices and capacity building in relevant topics for project beneficiaries and local authorities .
4. Write periodical reports to reflect project's reality and process comprehensively at sites (activity reports, monthly reports, quarterly reports, annual reports, project final reports).
5. Build the good partnership network between stakeholders (for examples, governmental agencies, NGO staffs, external experts, local people) and implement the project activities as planned to ensure the project objectives achieved.

# Jul 2016–Present Brand Development Manager

New Vision Education Company Limited, Nghe An, Thanh Hoa Province (Vietnam)

1. Build the development strategy for company to become one of the most popular education companies in the mountainous districts where the students are lacking of opportunities to access the languages.
2. Promote the participation of students and parents in learning English and studying abroad where students can have the mordern education system.
3. Design the social media and communication activities to strengthen the company brand through thepublic events and two facebook fanpage: <https://www.facebook.com/NAVEC37/>and <https://www.facebook.com/ThanhHoaNewVision/>

 1 Nov 2012–1 Aug 2013 Field Project Officer

Good Neighbors International in Vietnam, Hoa Binh (Vietnam)

1. Implement the project activities as planned such as livelihood models, water and sanitation system for poverty Muong ethnic people.
2. Making diversity kind of reports as project requirement (activity reports, monthly reports, quarterly reports, annual reports).
3. Working closely with local authority for supporting them implementing the project activities.

 1 Aug 2013–1 Jan 2015 Program Assistant

Oxfam in Vietnam, Hanoi (Vietnam)

1. Prepare logistics for meetings, workshops and support in organizing cross-learning events and activities among Oxfam and other civil society partners, including occasional regional or international visitors.
2. Assist program members (MEL specialist, Media and Communication Specialist) in organizing cross-learning events and arrange field trips for program members and partners when needed.
3. Complete the common financial procedures of program's events, staff's field trips for example: advanced requests, payment requests, budget transfers.
4. Assisting program team to regularly connecting with partners to update processes and gather documentation from plans and reports.

|  |  |
| --- | --- |
| 1 Jun 2012–31 Aug 2012 | Research AssistantWorld Wild Fund for Nature (WWF), Hue (Vietnam)1. Assisting to hold the final workshop on Darwin Initiative Endemic Annamite Ungulates Project of meeting with professionals on Sao La Conservation Sector.
2. Collecting the information related to wild life meat prices and hunter alternatives which are useful to the research.
3. Becoming a field-trip interpreter as requirement and translating the document.
 |
| 1 Nov 2010–30 May 2012EDUCATION AND TRAINING | VolunteerCORENARM (Consultative and Research Center on Natural Resource Management), Hue (Vietnam)1. To involve in the surveys on social and economic issues in some local communities in Thua Thien Hue Province.
2. To facilitate the training courses in CORENARM the project sites.
3. To establish the mangrove forest nursery garden for sustainable aquaculture development in Thua Thien Hue coastal areas.
 |
| 26 Sep 2016–Present | Master's in European Union Studies and Human RightsUniversidad Católica San Antonio de Murica, Murcia (Spain) |
| 13 Jul 2016–15 Jul 2016 | Certificate of ParticipationDGM Vietnam Company on Digital Marketing Training and Consulting, Hanoi (Vietnam)The Training Course on Social and Media Marketing |
| 12 Jan 2016–13 Jan 2016 | Certificate of ParticipationADRA International in Vietnam, Can Tho City (Vietnam)Training of Trainer in Communication Skills |
| 5 Mar 2015–8 Mar 2015 | Certificate of ParticipationGlobaledu Academy, Hanoi (Vietnam)Customer Relationship Management Training Course |
| 16 Jun 2013–19 Jun 2013 | Certificate of CompletionCentre for Community Empowerment (CECEM), Hanoi (Vietnam) Training course on "Analytical Writting Skills". |
| 9 Sep 2008–26 May 2012 | Bachelor of Environmental and Natural Resources Management |

1. Translate for international experts during the field trips to parter's project sites or in the workshops.

# Economics

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |
| Mother tongue(s) | Vietnamese |

College of Economics - Hue University

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken interaction

Spoken production

C2

C2

C2

C2

C2

|  |  |
| --- | --- |
|  | Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)  |
| Communication skills | A timely response by email and phone to build solid connections and relations between colleagues and partnership network.Ability to either organise the communication events due to build capacity for a large number of people by public contests and competitions or build the communication banners. |
| Organisational / managerial skills | As a team leader of project in Can Tho City, I promoted and encouraged 4 young members with huge effort to work with local authorities and achieve the project objectives as planned. In the end of project, the team was received six rewards to recognize the excellent contribution by Can Tho City People's Committee and ADRA International in Vietnam. |
| Job-related skillsADDITIONAL INFORMATION | *Well-educated from basic to advanced the project planning, implementation and management.**Advanced using computer applications, word, excel, powpoint, SPSS, video making, photoshop.**Well-adapted to challenging environment which may be in remote areas or high pressure.**Knowledge and Skills in Non-Government Organization, social society associations and Government authorities.**Ability to work independently or with a team.* |
| References | 1. Name: Nguyễn Anh ThịnhPosition: Program Director, ADRA International in Vietnam Office: Units 221-224 E1, Trung Tu Diplomatic Compound, 6 Dang Van Ngu, Dong Da, Hanoi Email: thinh@adravietnam.org Phone: +84 977 254 5461. |

English

1. Name : Phùng Thị Ngân Hà

Position : Monitoring, Evaluation and Learning Specialist, Advocacy Coalition Support Programme

Office : Oxfam Great Britain, 22 Le Dai Hanh, Ha Noi

Email : PTNHa@Oxfam.org.uk; halinh890@yahoo.com

Phone : +84 912216709

1. Name : Do Thi Nhinh

Position : Administration Officer

Office: Good Neighbors International in Vietnam Rom 1303, 19T1 Building, Trung Hoa Nhan Chinh, Cau Giay, Hanoi, Vietnam

E-mail : nhinhdo.gni@gmail.com

Phone: +84 943 297 491

1. Name : Nicholas Wilkinson

Position : Darwin Initiative Endemic Annamite Ungulates Project Officer

Office : WWF Vietnam

E-mail : nicholas.m.wilkinson@gmail.com

Phone : +84 1693 047 897

1. Name : Bùi Phước Chương

Position : Vice Director

Office : Consultative & Research Center on Natural Resources Management (CORENARM) Hue city

E-mail : chuongpb@gmail.com

Phone No : +84 913.401.374