



**NGUYEN THI DIEM**

**6 Hamlet, Phong Thanh Tay commune, Gia Rai district, Bac Lieu province**

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**PERSONAL INFORMATION**

**A name : Nguyen Thi Diem**  
**Date of birth : 23 February, 1992**  
**Place of birth : Bac Lieu, Vietnam**  
**Material status : Single**  
**Mobile phone : 01222685834**

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**CAREER OBJECTIVE**

**Learn more things when working in multinational companies to accumulate much experience for future promotion.**

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**EDUCATION**

- Can Tho University of Foreign Language (Bachelor of English) (2011-2015)**

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**EXPERIENCE RECORD**

- 1) From 07/2015 to present : Vinpearl Phu Quoc Resort & Golf**  
***Position : Food & Beverage Staff***

***Key responsibilities:***

- Keeping appearance nice and smiling always**
- Serving food and drinks for guests in a lobby bar**
- Caring for customers little by little and having a good observation to meet customer's need in time**
- Making cocktails beautiful and tasty for guest**
- Making payment and dealing with bills with Account department**

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**SKILLS**

- Fluent written and spoken English and Vietnamese**
- Computer skills – MS Word, Excel, Power Point**
- good communication, negotiation and problem solving skills**
- Team work and work independently well**
- Hard working and responsible**

**Work under pressure**

- Presentation skill**

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**PROFESSIONAL DEVELOPMENT**

**Certificate of: MS Office ( Word, Excel, Power Point)**

**Certificate of: Food And Beverage Training by Vinacademy company**

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**REFERENCE**

**Mr Vu Chi Nhan – Restaurant Manager (01265564632)**

**Mr Dao Cong Danh – Bar Supervisor (0937400225)**