



Anh G. Q. Hoang

Summary

As a multilingual, flexible and motivated coordinator with a strong experience in organizing projects using Agile methodology, my background in linguistic and pedagogy support me to listen, sympathize, and connect with people in achieving their goals. I am looking for challenging opportunities in management, communication, and training to be able to use my skills and experience in education to help further the aims of the organization.

EXPERIENCE

12/2017-Present

**Assistant of the Management Board
Hanoi, Vietnam**

Agilead Global

- OKRs facilitator to setup and follow OKRs processes to reach the company mission and objectives;
- Develop new courses and revise current courses with the Development team;
- Support Coaches and Trainers to implement courses;

08/2015-09/2016

**Mentor Coordinator/ Academic Board
Hanoi, Vietnam**

FUNiX (FPT online University) Taskforce

- Recruited mentors by creating job announcements, webinars to attract international candidates, and seminars at partner organizations to connect local experts;
- Called and communicated directly with candidates about interview times and their wishes to contribute to the company;
- Set up guidelines and optimized process for new mentors and current instructors to support them to understand the company's process and culture;
- Managed and developed guide-teams by communicating with mentors and instructors to follow their wishes and feedbacks; used their strengths to help them promote.

06/2014-09/2016

**Academic Coordinator/ Academic Board
Hanoi, Vietnam**

FPT University – Learning and Teaching Innovation Department

- Scrum Master in Academic Board to follow the daily working progress, communicate to support team members in reaching team objectives;
- Coordinator of “Renovating curriculum by applying Ed-tech” project, reformed courseware’s designs and structures by observing and collecting feedbacks from students and teachers based on brain-based frameworks;
- Supported PDP (Personal Development Program) team to optimize Creativity course’s curriculum and News & Media Literacy course’s curriculum by using benchmarking;
- Reviewed of new teaching methods and teaching techniques; education psychology and its application in motivating learners.

08/2013-05/2014

**Teacher, Faculty of Social Science
Hanoi, Vietnam**

Tran Hung Dao – Thanh Xuan High School

- Taught literature, language art to grade 10 within the curriculum of Ministry of Education;
- Managed two PBL teacher teams to integrate project-based learning into lesson plans designed for training, coaching, supporting them to set their goals, following them to reach their aims and reflecting with them after every lesson;
- Trained and coached teachers to develop and implement collaborative activities such as teamwork, think-pair-share, interview, blogging, jigsaw, peer feedback.

02/2013-11/2013

**Literature teacher, Headteacher
Vietnam, Netherlands**

Hanoi-Amsterdam high school for gifted student

- Studied about psychological issues between students among themselves, and between students and educators;
- Organized extra activities and mini contests to engage students in class;

Observed specific subjects to explore students' ability to acquire new knowledge and students' personalities.

EDUCATION

09/2016	Master of Management	Maastricht,
09/2017	Maastricht School of Management	Netherlands
	<ul style="list-style-type: none">• <i>Organizational Behavior, Managing Cultural Diversity, Quality Management</i>	

11/2013	Master of Western Literature	Hanoi,
07/2016	University of Social Sciences and Humanities, Vietnam National University	Vietnam
	<ul style="list-style-type: none"> • <i>Psychoanalysis, Western Literary Criticism, Interpreting study</i> 	
09/2009	Bachelor of Philological Pedagogy	Hanoi,
06/2013	Undergraduate School of Education, Vietnam National University	Vietnam
	<ul style="list-style-type: none"> • <i>Psychology, Teaching Theory, Education Measurement, Practical Pedagogy</i> 	

TRAINING AND VOLUNTEERING

10/2015: Teacher education certificates

FPT University, Hoa Lac Campus

- Classroom management;
- Positive solution to the challenging behavior in the classroom & tracking behavior;
- Bloom & Howard Gardner's theory of multiple intelligence;

2009-2014: Volunteer Club, Student Council

University of Social Sciences and Humanities, Vietnam National University

- Played a role as a president of Vietnam National University's Volunteer Club;
- Led three teams to poor villages in mountainous areas to coordinate activities for children, included fundraising for local school and career counseling for local students

SKILLS

- Microsoft Office
- Social Media: Facebook ads, Google Ads

LANGUAGES

- Fluent: English
- Native: Vietnamese
- Beginner: Dutch, German, French