

# CURRICULUM VITAE

## PERSONAL INFORMATION

**First name** NGUYEN  
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**Date of Birth** July 13<sup>th</sup>, 1982  
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## ACADEMIC QUALIFICATION

University Teknologi Petronas: Perak, Malaysia <i>PhD in Social Science and Humanities Program</i>	<b>January 2020 - August 2023</b>
Oklahoma State University: Stillwater, OK, USA <i>Master of Business Administration</i>	<b>August 2008 - May 2010</b> <b>GPA: 3.694 /4    Excellent</b>
Vietnam National University: HCMC, Vietnam <i>Pre-Master of Business Administration</i>	<b>December 2006 - August 2007</b> <b>GPA: 3.67/4    Excellent</b>
University of Technology: HCMC, Vietnam <i>Bachelor of Food Chemical Engineering</i>	<b>September 2000- October 2005</b> <b>GPA: 6.93/10    Rather Good</b>

## LANGUAGE PROFICIENCY

Vietnamese: Native  
English: TOEFL 567; GMAT 540

## INFORMATION TECHNOLOGY (IT) PROFICIENCY

Microsoft Office: Word, Excel, and PowerPoint    **Good**

## WORKING EXPERIENCES

<b>Employment History</b>				
<i>From</i>	<i>To</i>	<i>Company</i>	<i>Positions</i>	<i>Job description</i>
1/2021	Present	<b>FPT University</b>	<b>Head of Office of Science Management</b>	<ul style="list-style-type: none"> <li>• Develop the research policy</li> <li>• Monitor and support for the local and international projects with grants</li> <li>• Report the data in research activities to the top management</li> <li>• Assist lecturers and staff to study PhD abroad</li> <li>• Organize the international conferences/seminars/workshops</li> <li>• Engage in the university/program accreditation projects</li> </ul>
1/2020	12/2020	<b>Universiti Teknologi PETRONAS (UTP)</b>	<b>Graduate Assistant</b>	<ul style="list-style-type: none"> <li>• Assist the main supervisor to do administrative tasks and research activities in Centre for Teaching and Learning (CETaL)</li> </ul>
8/2018	12/2019	<b>FPT University</b>	<b>Senior International Officer, Office of Science Management, and International Affairs</b>	<ul style="list-style-type: none"> <li>• In charge of enhancing academic collaboration: Look for partners for faculty exchange, curriculum exchange and joint research/joint projects</li> <li>• Host the domestic and international academic conferences annually</li> </ul>

8/2017	7/2018	<b>Institute of American Education, HCMC, Vietnam</b>	<b>Head of Curriculum R&amp;D Office, College Division</b>	<ul style="list-style-type: none"> <li>• Design, implement, operate, verify and update CDIO project</li> <li>• Target to the official CDIO membership in the long term</li> <li>• Design and Develop sample CDIO learning materials</li> <li>• Design/Revise, and Finalize the programs: <i>Nursing, Hotel Management, Public Relations, Business English Interpretation</i> (3 months each)</li> <li>• Engage industries to face-to-face review meetings following CDIO.</li> <li>• Monitor all CDIO implementation evidences</li> <li>• Construct the administrative procedures for operating CDIO</li> <li>• Engage in faculty development: <i>Curriculum design, Assessment and Instructional Methodologies corresponding to CDIO</i></li> <li>• Engage in delivering business courses in CDIO adopted programs</li> <li>• Monitor and Control the quality of all programs in IAE College division</li> <li>• Be in charge of launching new programs in IAE College division</li> <li>• Collaborate with Edtech Project to produce e-learning materials</li> </ul>
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1/2014	7/2017		<p><b>Visiting Lecturer for FPT University (January 2014 – Present)</b></p> <p><b>Visiting Lecturer for FPT Polytechnic (October 2014 – March 2015)</b></p> <p><b>Visiting Lecturer for FPT School of Business (January 2014 – June 2014)</b></p>	<ul style="list-style-type: none"> <li>• <i>Teach Marketing Planning Course</i></li> <li>• <i>Teach Business Psychology Course</i></li> <li>• <i>Teach Business Ethics Course</i></li> <li>• <i>Teach Business Communication Course</i></li> <li>• <i>Teach Negotiation Skills Course</i></li> </ul>
5/2016	7/2017	<p><b>FPT UNIVERSITY</b> Ha Noi, Vietnam</p>	<p><b>Deputy Director of CDIO Project at FPT Polytechnic (May 2016 – July 2017)</b></p> <p><b>Curriculum Specialist, Research and Development Division for Higher Educational Programs (Bachelor programs), FPT University (January 2017 – April 2017))</b></p>	<ul style="list-style-type: none"> <li>• Review and Consult for designing new curricula at FPT Polytechnic</li> <li>• Review and Feedback for learning materials in the new programs: <i>Public Relations &amp; Event Management and Digital &amp; Online Marketing</i> (Syllabi, Slides, Lesson plans, Assignments...)</li> <li>• Be a Master Trainer for CDIO Training Sessions: Curriculum Design, Faculty Development</li> <li>• In charge of launching Bachelor Programs: <i>Tourism &amp; Travel Management</i></li> <li>• Adjunct lecturer for FPT University in teaching Business Communication, Negotiation</li> </ul>

1/2015	5/2016		<b>Curriculum Specialist, Department of Education Innovation, FPT Education</b>	<ul style="list-style-type: none"> <li>• Participate in the project of developing the curriculum design process following CDIO</li> <li>• Write and Translate the papers emphasis on CDIO for internal academic news (Weekly Academy Round Up)</li> </ul>
9/2014	12/2014		<b>Vice Manager of Curriculum Research and Development Department, FPT Polytechnic</b>	<ul style="list-style-type: none"> <li>• Manage and be in charge of Business Programs: Accounting Program, Marketing and Sales Program</li> <li>• Adjunct lecturer for FPT University in teaching Business Ethics</li> </ul>
1/2012	8/2014		<b>Curriculum Designer at FPT Polytechnic</b>	<ul style="list-style-type: none"> <li>• Design presentation slides for Lecturers and Students</li> <li>• Design practical workshops and case studies</li> <li>• Design assignments following project - based learning (PBL)</li> <li>• Create teaching guidelines for the courses in the Major of Marketing: Advertising, Market Research...</li> <li>• Participate in the project of piloting Blended learning for the Marketing and Sales Program at FPT Polytechnic – FPT University</li> </ul>
1/2011	11/2011	<b>BINH DUONG UNIVERSITY</b> Thu Dau Mot, Binh Duong, Vietnam.	<b>Assistant of The Head of Academic and Registrar Department</b>	<ul style="list-style-type: none"> <li>• Operate the study abroad programs, pre-college programs.</li> <li>• Operate the summer study abroad programs for the teenagers and students.</li> <li>• Operate the Language and Culture exchange programs between Vietnamese and foreign students.</li> </ul>
10/2010	11/2011	<b>Center International Education (CIE),</b> VNUHCM, Ho Chi Minh, Vietnam.	<b>Teaching Assistant (TA)</b>	<ul style="list-style-type: none"> <li>• Involve in teaching, and guiding the students to do projects for Organization Behavior Course in MBA Program (Batch 19 -21). The students from MBA program would be transferred to UHCL, Houston, USA.</li> </ul>

## CONFERENCES

- ICLLE 2019 Conference, Kuala Lumpur, July 2019
- AUN-QA International Conference, Manila, Philippine, March 2019
- PUS Conference, NTOU, Keelung, Taiwan, October 2018
- CDIO, Asian Regional Meeting, March 2018, Da Nang, Vietnam
- The 7th International Conference on Language, Innovation, Culture and Education,

July 8-9 2017, Singapore

- CDIO Asian Regional Meeting, March 2017, Thailand
- CDIO Local Meeting, August 2016, VNUHCM, Ho Chi Minh, Vietnam
- CDIO Asian Regional Meeting, March 2016, Yanshan University, Qinhuangdao, China
- CDIO Asian Regional Meeting, March 2015, VNUHCM, Ho Chi Minh, Vietnam
- CDIO Local Meeting, December 2014, VNUHCM, Ho Chi Minh, Vietnam
- CDIO Asian Regional Meeting, March 2013, Singapore Polytechnic (SP), Singapore

## PROJECTS

- ACBSP Accreditation Project May 2019 – December 2019
- CDIO Project at Institution of American Education August 2017 – July 2018
- CDIO Project at FPT University April 2016 – July 2017
- Edtech Project at FPT University March 2015 – December 2015
- Mentor for MAD Group at **Start-up Contest - Become an Entrepreneur** (The First prize), FPT University June – November 2016
- Developing a comprehensive financing plan for a new venture: “Cowboy Natural Gas Technologies” Spring 2010
- Simulation Game (MBA Capstone) Spring 2010
- Executive Interaction Case Competition: “VMware” Fall 2009
- First year Case Competition: “Sony Play Station 3: Game over?” Fall 2008

## HONOR & AWARDS

- Academic Achievement Award for Postgraduate Publication, 2023
- Bronze Medal at Teaching and Learning Festival, UTP, 2020
- Contributing for ACBSP Project at FPT University: Get full ACBSP accreditation: <https://www.acbsp.org/members/?id=39671681>
- Contributing for CDIO Project at FPT University: Become the official member of the International CDIO Association (April 2017): <http://cdio.org/news/welcome-3-new-asian-cdio-member-schools>
- Outstanding Employee Awards at FPT University Academic Year 2013 and 2015
- MBA Assistantship & Scholarship from Spears School of Business - Oklahoma State University, Spring 2009- Spring 2010

## PUBLICATIONS & PROJECTS

<https://scholar.google.com.vn/citations?user=7FNXMVcAAAAJ&hl=en>

<https://www.scopus.com/authid/detail.uri?authorId=57220041387>

Sumitomo Research Project (2021-2022): Students' Perception of Global Jinzai: A Comparative Study of University Students in Malaysia, Japan, and Vietnam

FPT University Research Project (2020-2021): Online learning at FPT Education: Review and Recommendation