

# RESUME

PHUC TRAN



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## Demonstrated Skills & Abilities

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- Highly developed research and analytical skills including the ability to make sound judgments;
- Strong experience with analyzed, interpreted and converted statistical data into charts and graph reports to present findings at group meetings, workshops and conferences;
- Strong experience in project management includes planning, implementation, monitoring and evaluation;
- Effectiveness time management and ability to manage multiple tasks under pressure;
- Strong analytical and problem-solving skills with the ability to achieve positive outcomes;
- Advanced computer skills with the ability to use various data management systems and statistical analysis software (Excel, Power BI, SPSS and SAS);
- Good interpersonal skills and teamwork skills, demonstrated through experienced as team member and team leader in both casual and professional tasks;
- Committed to undertaking further training with the ability to learn quickly and easily.

## Employment History

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### MEKONG ORGANICS – Member (from 2019 to Current)

- Support economic and market research and development for organic products by linking farmers to organic market.
- Undertook statistical analysis for social research projects;
- Coordinate and collaborated in research activities
- Discussed and developed concept notes for projects fund raising.

### RESEARCH CENTRE FOR RURAL DEVELOPMENT – AN GIANG UNIVERSITY

#### Adjunct Researcher | from 4/2016 to 2018

- Collaborated in research activities; advised research methodologies, quantitative data collection methods and analyzed results for social research and development projects;
- Prepared quantitative research, household survey and data analysis into the research reports;
- Provided technical advice and support for project management includes planning, implementation, monitoring and evaluation (M&E);

### UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

#### Project Technical Coordinator | Ho Chi Minh City, Vietnam | 10/2013 – 02/2016

- Drafted the project work schedules according to budgets and workloads.
- Ensured that all agreements with implementing agencies are prepared, negotiated and agreed upon
- Developed term of references for hiring consultants, directly worked and supervised consultancy tasks to make sure the time frame and quality of products;

- Worked with consultants to develop the quantitative research methodologies and participated in the whole stages of implementation the Multidimensional Dimensional Poverty census in Ho Chi Minh City
- Supervised the data entry, data validating and processing.
- Closely worked with consultants to discuss the survey results and feedbacks for survey reports.

## **CARE INTERNATIONAL IN VIETNAM**

### **Project Manager | Long An province, Vietnam | 03/2010 – 04/2013**

- Developed partnerships with local partners to prepare for project operation.
- Created project plans, including project scope, goals, tasks, resources, schedules, costs, or other project information and communication.
- Directly incorporated with local partners in delivering and supervising project activities
- Established and supervised administrative procedures to meet objectives set by senior management of CARE in Vietnam.
- Prepared and maintained reports to donors, such as financial report, narrative reports.
- Worked with consultants to carry out baseline and end line survey, including developed methodology for quantitative data collection, hired and training enumerators, supervised data collection and data entry; incorporated with consultant to analyze results and draft related reports.
- Conducted Action research to report on the pilot of new saving method into communities as one of the case study of Banking On Change global program

## **VIETNAM CHAMBER OF COMMERCE AND INDUSTRY**

### **Deputy Manager – Head of Business Information Section | Can Tho, Vietnam | 02/2002 – 02/2007**

- Orientated activities and organized the structure and function of Business Information Section to ensure the implementation of the providing social-economic data and business information which contributed to the development of trade and investment in the Mekong delta.
- Created and managed two websites: [www.mekongdelta.vn](http://www.mekongdelta.vn) and [www.vccimekong.vn](http://www.vccimekong.vn) for trade and investment promotion
- Planned and conducted trade and investment promotion activities to support for local enterprises in import & export, and attract foreign investment in Mekong delta.
- Participated in the social and economic in Mekong delta regional researches such as carrying out Survey on Assessment the competitive advance of Business Development Service; Identified the major exportable products and sectors of the Mekong delta; applying the methodology of Participatory Appraisal of Competitive Advantage (PACA) for tourism and fishery sectors in Mekong delta.

## **Tertiary Qualifications**

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**2009      MASTER OF INTERNATIONAL AND DEVELOPMENT ECONOMICS**

The Australian National University, Australia

**2001      BACHELOR OF ECONOMICS (Specialize in Accounting)**

Can Tho University, Vietnam

## **Presentation and selected workshop participation**

- Kien, N. V., & Phuc, T. M. (2018). Vietnamese Rice Farmers in the World. Paper presented at the 2018 Vietnam Update, The Australian National University, 13 November 2018.
- Phuc, T.M. (2011). Management Information System: An experience in Vietnam. Paper presented at the Monitoring and Evaluation Workshop, Banking on Change program in Cairo, Egypt on 22-28 January 2011;
- Phuc, T.M. (2011) Microfinance and Village Saving and Loan Association (VSLA) Model, a presentation in Financial Security for poor women groups”, CARE VN and Long An Women’s Union, June 2011;
- Participation in Multidimensional poverty measurement approach by OPHI – Oxford University (in Hanoi 2013);
- Gender analysis skills training workshop in 2010, held by CARE International in Vietnam;
- Participatory Appraisal of Competitive Advantage (PACA) by Mesopartner and GTZ;