

RESUME

PHUC TRAN



Email:



Demonstrated Skills & Abilities

- 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

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 and 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

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;