

Nadia Thu Huong Ho

Startup and community leader, international program manager, and award-winning author of nine books with over nine years of professional experience in business administration, project management, cross-cultural communication, marketing, and event management.

- Strong interpersonal skills and ability to articulate verbal and written communication, including public speaking; capability to work across multiple cultures and time zones and under stress, detail-orientation and big-picture thinking, organizational and planning skills, excellent time management and multitasking skills, continuous learning and improvement.
- Czech and Vietnamese citizen and US lawful permanent resident. Academic and professional experience in the USA (current location), Canada, Vietnam, Czech Republic, Argentina, Mexico, France, and Sweden.
- Languages: Vietnamese (mother tongue), Czech (native speaker), English (2019 IELTS 8.0), Spanish (CEFR C1), French (CEFR B2), and Korean (CEFR A1).
- Technology: Microsoft Office, Google Workspace, WordPress, Monday, Calendly, etc.

PROJECTS

03/2020 - present

FOUNDER & CEO – DaMon Education

- + Manage an e-learning platform that connects Vietnamese learners with global instructors through virtual classrooms. Train and coordinate team members across different countries. Create and execute business and marketing strategies. Design and produce complex documents, reports, and presentations.
- + Highlights: Over 1,500 sessions conducted on the platform; Participation in the Cognito Labs accelerator (Silicon Valley); Top 20 semifinalists in the 2020 VietChallenge annual startup competition; Participation in the OnRamp Education & Workforce Innovation accelerator; Global outreach partner of ADAPT Convention.

03/2020 – 05/2020

FOUNDING MEMBER & COMMUNITY OUTREACH– Link Online Learners

- + Co-create an online platform for children and young adults worldwide to meet and discuss online during the COVID-19 pandemic. Oversee registration forms. Update the website. Communicate with participants. Promote and expand student participation.

03/2016 – 01/2020

TEAM LEADER & CO-AUTHOR – A Mile in Our Shoes

- + Strategize and coordinate a book project with contributions of nine women from all around the world. Proofread and edit the book draft along with the book editors. Create a digital space that aims to empower women worldwide through different storytelling and interacting methods. Communicate and collaborate with editors and publishers. Manage the marketing team. This project has been selected as one of the six 2016 Youth to Youth Action Hub's Projects by the International Youth to Youth Initiative.

08/2015 - present

CO-FOUNDER & PROGRAM MANAGER – Hộ chiếu xanh đi quanh thế giới

- + Lead the team of 30+ members of the global citizenship community with over 90,000 followers on social media. Partner with international organizations (including Crowdsourcing by Google, Lean In, Project FUEL (India), International Youth to Youth Initiative (Lithuania), etc.) to co-create projects, courses, events, and competitions. Empower and equip young Vietnamese generations with multifaceted information, experience, skills, and tools to succeed in the globalization era and become published authors, exemplary leaders, and international scholars. Create vision and strategy and coordinate diverse activities of the community. Conduct presentations and speeches at schools and universities across Vietnam. Featured on multiple TV and radio channels, as well as in newspapers and magazines.

PROFESSIONAL EXPERIENCE

01/2016 - 06/2016

EXECUTIVE ASSISTANT– French-American Chamber of Commerce in New England (Cambridge, MA, USA)

- + Managed day-to-day operations at the Chamber, including managing the executive's calendar and setting up meetings. Planned and coordinated the Chamber's events, programs, and

activities. Acted as a liaison and provided support to the Board of Directors, as well as to the individual and corporate members of the Chamber.

- 10/2015 - 02/2018 **CAREER COACH ASSISTANT – Jewish Vocational Services** (Boston, MA, USA)
+ Assisted newly arrived refugees and immigrants in finding paid employment. Worked closely with a Refugee Services Department's Employment Specialist to support case management, job preparation, and administrative tasks. Translated documents from English to Vietnamese.
- 07/2015-08/2015 **SALES & MARKETING MANAGER – Siu & Sons International Trading Corporation** (Richmond, BC, Canada)
+ Established and maintained relationships with existing and potential customers. Generated orders via store visits, road trips, trade shows, the company website, catalog, e-catalog, showroom, and telemarketing. Contributed to the annual catalog production as well as monthly and seasonal promotion planning and implementation. Updated and developed the company's website and showroom. Reported and analyzed sales.
- 11/2014-04/2015 **GRADUATE STUDENT CONSULTANT – Vacances Bleues** (Marseille, France)
+ Assisted the French leisure hotel chain in their international expansion as part of a Kedge Business School's business project. Identified, contacted, and cold-called potential partners in Scandinavia. Negotiated and established partnerships with companies.
- 01/2014-07/2014 **FRAUD ANALYST – Expedia Inc.** (Prague, Czech Republic)
+ Monitored real-time queues. Analyzed high-risk transactions from specified points-of-sale. Contacted and communicated in various languages with customers, banks, and suppliers via multiple channels (phone, email, fax). Conducted analysis of transactional and customer records to link unidentified transactions and accounts to known fraudulent activities. Executed SQL database queries.
- 11/2013 – 07/2014 **EXECUTIVE ASSISTANT – Nordic Chamber of Commerce** (Prague, Czech Republic)
+ Oversaw all aspects of general office coordination. Monitored and maintained the Chamber's website and social media accounts. Cold-called current and potential partners. Coordinated business, social, and sports events. Created and updated member and personnel records at the Chamber's Salesforce database and website. Conducted research in the Chamber's different areas of interest.
- 07/2013 – 08/2013 **INTERNATIONAL MARKETING RESEARCH INTERN – Universidad Panamericana** (Mexico City, Mexico)
+ Conducted research, SWOT analyses, and benchmarking of top universities in Canada, Mexico, Argentina, Czech Republic, and Vietnam.
- 02/2013 – 05/2013 **SALES & MARKETING ASSISTANT FOR INTERNATIONAL PROGRAMS – Global Institute of Balance Advancement** (Prague, Czech Republic)
+ Researched and contacted potential and current partner universities in the USA and Canada. Updated the company's database of US and Canadian universities. Promoted international study programs. Prepared marketing materials, such as brochures and newsletters. Assisted in logistics and execution of projects and conferences, including venue and catering bookings, space set up, and event scheduling.
- 10/2012 – 11/2012 **RESEARCH INTERN – Asia Pacific Foundation of Canada** (Vancouver, BC, Canada)
+ Conducted research on different political and economic topics related to the activities of the Foundation. Coordinated events for the Foundation. Supported the Project Manager.
- 01/2012 – 03/2012 **RESEARCH CO-INVESTIGATOR – Charles University** (Prague, Czech Republic)
+ Collaborated on the data acquisition, paper preparation, and publication of the research on "Residential Segregation of Foreigners in Prague – Libuše" with a research team of the Center for Urban and Regional Research of Charles University. Gave presentations at seminars organized by the Ministry of Regional Development of the Czech Republic.

EDUCATION

- 08/2021 – present **MSC EDUCATION FOR SUSTAINABLE DEVELOPMENT – University of Gothenburg** (Gothenburg, Sweden; remote study)

- 01/2020 **PRODUCING EDUCATIONAL VIDEO (COURSE) – Harvard University** (Cambridge, MA, USA)
+ Learned to create dynamic, pedagogically-sound videos for massive open online courses and other platforms by familiarization with relevant video production tools and techniques, such as Final Cut Pro X and Motion.
- 09/2014 – 12/2015 **MSC MARKETING – Kedge Business School** (Marseille, France)
+ Thesis title: "Counterfeit Luxury Goods."
+ Activities and Societies: Coordinator of the students in the Hybrid Track, Member of SimONU: participation in the National Model United Nations 2015 in New York City, USA.
- 03/2011 – 07/2011 **STUDY ABROAD SEMESTER – Universidad Argentina de la Empresa** (Buenos Aires, Argentina)
+ Recipient of the Freemover scholarship awarded by the Faculty of International Relations, University of Economics, Prague.
- 09/2009 – 06/2012 **BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS – University of Economics, Prague** (Prague, Czech Republic)
+ Thesis Title: "Marketing Environment of Vietnamese Luxury Market."
+ Awards: 5th prize in the Czech and Slovak round of REVEAL by L'Oréal (383 contestants).
- 09/2001 – 06/2009 **HIGH SCHOOL – Grammar School, Havířov – Podlesí** (Havířov, Czech Republic)
+ 8-year secondary education. Maturita leaving examination in Czech Language and Literature, English, French, and Mathematics.
+ Awards: 23 prizes in different fields, including Mathematics, European Union Studies, Czech, English, and French languages.

Certifications

- 05/2021 **GOOGLE PROJECT MANAGEMENT CERTIFICATE**
- 03/2021 **STARTUP SCHOOL CERTIFICATE – Y Combinator**
- 07/2020 **GOOGLE CERTIFIED EDUCATOR LEVEL 1 – Google for Education**
- 09/2019 **21ST CENTURY LEARNING DESIGN – Microsoft**

CONFERENCES & STUDY TRIPS

- 11/2019 **GLOBAL VIETNAMESE YOUNG SCHOLARS FORUM** (Hanoi, Vietnam)
+ Attended the Forum on the theme of "Global Young Scholars for Vietnam Sustainable Development Goals" as one of 236 young Vietnamese leaders (with a scholarship). Session of discussion: "Innovation for High-Quality Human Resource Development."
- 03/2015 **NATIONAL MODEL UNITED NATIONS** (New York City, NY, USA)
+ Attended the simulation of the UN General Assembly (5,000 international delegates) as a member of the Kedge Business School's team. Presented a position paper for the Human Rights Council, pronounced speeches, and negotiated with allies and adversaries as a delegate representing Botswana. Awards: Outstanding Position Paper Award, Outstanding Delegation Award.
- 06/2013 **CANADA-ASIA 2013 – PECC Graduate Student Program** (Vancouver, BC, Canada)
+ Participated as one of 30 graduate students from the 26 PECC member economies. Discussed and created recommendations for action plans regarding relevant policy challenges in the Asia Pacific region.
- 09/2012 **EU-CANADA STUDY TOUR & INTERNSHIP PROGRAM 2012 "THINKING CANADA"** (Brussels, Belgium; six cities in Canada)
+ Selected as one of 32 students from 23 EU countries (among 618 applicants) for a four-week study tour organized by the European Commission and the European Network for Canadian Studies with visits to a wide variety of private and public institutions in Belgium and Canada. Participated in a research internship program at the Asia Pacific Foundation of Canada.

- 08/2012 **18TH ASIA-EUROPE FOUNDATION UNIVERSITY: “Conscious Consumers for Environmental Sustainability”** (University of Tartu, Tartu, Estonia)
 + Participated in a summer university program on environmentally sustainable consumption with 42 participants from 33 countries (selected for a full scholarship among 400 applicants). Attended lectures and interactive workshops (given by academics and experts from Copenhagen Business School, UN Environmental Program, European Commission, among others). Created a volunteering awareness campaign, targeting Tartu’s population.
- 03/2012 **GRUNDTVIG WORKSHOP: “Say Yes to Europe”** (Lisbon, Portugal)
 + Received a full scholarship for an art education course on Photography; Arts, Crafts, and Music; European Citizenship and European Dimension; Social Integration and Exclusion.
- 03/2009 **STUDY TOUR AT THE EUROPEAN PARLIAMENT** (Strasbourg, France)
 + Received a travel scholarship in a competition on the EU, organized by Czech EU deputies Richard Falbr and Libor Rouček, as one of 35 winners (among 290 contestants).
- 03/2008 **LYCÉE SACRÉ-COEUR TOURCOING** (Tourcoing, France)
 + Participated in classes at the Lycée Sacré-Coeur in Tourcoing as part of a two-week exchange program.

PUBLISHED WORK

- 2020 **Hồ, Thu Hương**. “66 ngày sống healthy & balanced,” Sống, Hanoi, Vietnam. ISBN 978-604-9946-20-2.
- 2020 **Hồ, Thu Hương**, et al. “Tết đoàn viên,” Sống, Hanoi, Vietnam. ISBN 978-604-77-6895-0.
- 2019 **Ho de Guillén, Nadia**. “A Mile in Our Shoes: Personal stories of global journeys.” ISBN 978-1698511191.
- 2019 **Hồ, Thu Hương**. “Hộ chiếu tình yêu,” Sống, Hanoi, Vietnam. ISBN 978-604-77-6532-4.
- 2019 **Hồ, Thu Hương**, et al. “Chuyện người Tây ở xứ Ta,” Nhã Nam, Hanoi, Vietnam. ISBN 978-604-77-5401-4.
- 2018 **Hồ, Thu Hương**. “Chìa khoá để trở người đa ngôn ngữ,” Alpha Books, Hanoi, Vietnam. ISBN 978-604-77-4043-7.
- 2018 **Hồ, Thu Hương**, et al. “Hộ chiếu xanh: Hành trang của những công dân toàn cầu - Hành trình ra biển lớn,” Alpha Books, Hanoi, Vietnam. ISBN 978-604-64-9143-9.
- 2017 **Ho de Guillén, Nadia**, et al. “Alone Together: Tales of Sisterhood and Solitude in Latin America,” Bogotá International Press, Bogotá, Colombia. ISBN 9585626217.
- 2016 **Hồ, Thu Hương**, Nguyễn, Phan Linh, Phạm, Anh Đức. “Hộ chiếu xanh đi quanh thế giới: Những bước để trở thành công dân toàn cầu,” Alpha Books, Hanoi, Vietnam. ISBN 978-604-77-2825-1. Bestseller. Awarded “Top 20 Most Valued Books in 2016” by Nguyen Van Binh Street, Ho Chi Minh City, Jan 2017. An excerpt from the book was used as reading material for the Vietnamese literature module of the National High School Graduation Examination, conducted by the Vietnamese Ministry of Education and Training in 2017.
- 2012 **Ho, Thu Huong**, Kušniráková, Tereza. “Czechs and Vietnamese – Similarities and Differences” in “Case Study of Residential Segregation in Prague-Libuše” by Sýkora, L. et al., Charles University, Faculty of Science, Prague, Czech Republic.

OTHER ACTIVITIES

- + *Speaker* at **ADAPT International Convention** (2020), **Greenwich University, Hanoi Medical University, Hanoi Foreign Trade University** (Vietnam, 2019), **Tan Tao University** (Vietnam, 2019), **AIESEC YouthSpeak Forum 2019** (Vietnam, 2019), **International Youth to Youth Summit 2018** (Sweden, 2018), **AIESEC Foreign Trade University workshop**, and **GPA English Education workshop** (Vietnam, 2016).
- + *Education Ambassador* of the Finnish-based global education hub **HundrED**.
- + *Mentor* at **Femme Palette, WomenTech Network, Hult Prize** at **IOE**.
- + *Hosting Coordinator (Volunteer)* at **AFS**
- + *Background Actress* in Mark Sawers’ movie “No Men Beyond This Point” (Vancouver, Canada, 2014), Frank Moffatt’s documentary “Your Second Fifty” (Vancouver, Canada, 2014). *Film Crew* in the Czech director David Vigner’s short movie “The Statue” (Havířov, Czech Republic, 2008).