## DO MINH TRUONG

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#### CAREER OBJECTIVE

My career goal is to continually grow and excel in the field of Human Resources by obtaining relevant certifications and participating in professional development programs. I aim to specialize in talent attraction, employee training and development, employee engagement, and diversity and inclusion management. These areas are crucial for organizational success, as I believe that "People are the valuable assets of the organization".

I aspire to leverage my leadership abilities, management skills, and commitment to people development to contribute significantly to my organization. By staying abreast of evolving HR practices, technology, and industry trends, I will proactively apply the latest methods to enhance organizational growth. Additionally, I am dedicated to fostering a culture of continuous learning and development, mentoring team members, and driving initiatives that promote energy, creativity, and commitment within the workforce.

## **EDUCATION**

University of Wollongong - Australia - Major: Master of Human Resource

05/2023 - 07/2024

Management

GPA: 70/100 (Credit)

Ton Duc Thang University - Vietnam - Major: Bachelor of Human

08/2018 - 09/2022

Resource Management

GPA: 7.8/10

Student Training Points: 97/100

### WORK EXPERIENCE

**Wood Concept Ltd (Furniture Source Vietnam/Startup - ~40 employees) -** *HR Officer (Full-time)* 

08/2024 - Now

- Develop and implement effective sourcing strategies to attract qualified candidates for sales, business operations, production, quality assurance, and back-office roles.
- Utilize various recruitment channels such as job boards, social media, networking events, and employee referrals.
- Conduct initial screening and interviews to assess candidate suitability based on scripts provided by the company.
- Coordinate and manage the end-to-end recruitment process, including job postings, candidate screening, interviewscheduling, and feedback collection.
- Facilitate the onboarding process for new hires, ensuring a smooth transition and integration into the company.
- Coordinate with relevant departments to provide necessary training and resources for new employees.
- Work closely with hiring managers to understand staffing needs and develop job descriptions and recruitment strategies.
- Provide regular updates and reports on recruitment activities and progress to CEO.
- Conducted onboarding and offboarding processes, including document preparation, equipment setup, workflow guidance, employee integration, exit procedures, asset collection, and handovers.
- Organized and coordinated internal programs such as company events, trainings, and new employee orientation to enhance engagement and work efficiency.
- Prepared probation and official employment contracts for employees.
- Uniform management: Experienced in managing the distribution and collection of uniforms for all company staff. Responsible for inventory tracking, coordinating with suppliers to ensure timely delivery and quality assurance. Established efficient control procedures, contributing to a consistent and professional corporate image.

## **Zalo Group - VNG Corporation -** *Talent Advisor (Full-time)*

06/2022 - 10/2022

- Facilitate all aspects of the recruitment process, including sourcing, screening candidates, conducting interviews, and managing the remainder of the hiring process.
- Develop and implement strategies to source and attract top talents at the interns and collaborators level in IT Product/ Media/ Business field (Product Ops/Data Analyst/Design/Content).
- Proactively partner with departments to understand their hiring needs and ensure relevant recruitment experiences.
- Develop and maintain a diverse pipeline of high-quality candidates for current and future needs by updating the company database and entering new employee contact information and job details.
- Build and maintain strong relationships with potential candidates, and provide them with accurate and inspiring information about career opportunities.
- Support recruitment events such as Zalo Tour, and Intern Product Management.

Online Mobile Services Joint Stock Company - M\_Service (Momo) - Talent Acquisition Intern (Full-time)

10/2021 - 05/2022

- Support the Talent Acquisition Tech team to recruit Intern, Junior level positions (Java/Backend/Frontend Developer; Data Analyst; Social Admin/Product Operation; UI/UX Designer; Game Artist/2D/3D Designer).
- Search for candidates on recruitment platforms (LinkedIn, TopCV, VietnamWorks, Career Builder, ITviec, etc.).
- Make appointments with candidates, arrange interviews, discuss with candidates during the application process, and arrange to receive jobs.
- Support the Talent Acquisition Operations team for new employee onboarding, probationary contracts, and candidate information profiles.
- Support the implementation of the MoMo Talents 2021–2022/Trainee program.
- Post jobs, filter candidate CVs and input candidate CVs to the tool (Applicant Tracking System).
- Support the implementation of Job Fair programs at universities.

# Vietnam Prosperity Joint Stock Commercial Bank (VPBank) - Human

05/2020 - 08/2020

Resources Intern (Full-time)

- Support recruitment activities.
- Assist in the screening of candidate profiles.
- Make contact with candidates.
- Perform data collection.

## N KID Group (tiNiWorld) - Service Staff (Part-time)

07/2019 - 11/2019

- Introduce, guide customers, advise products, and answer customers' questions and problems.
- Ensure product display at the center.
- Sales and cashiering.

#### **ACTIVITIES**

# Participating in Multiple Contributions, Volunteers Organized by School, Facilities & Classes at Ton Duc Thang University, Vietnam - Volunteer -

08/2018 - 2022

Collaborator

- Collect donated gifts and distribute them to the elderly and children in need.
- Share, encourage them to overcome difficult times, and help them have optimistic thoughts.
- Participate in voluntary activities to protect the environment.

# Organizing Activities and Movements for Your Class at Ton Duc Thang

08/2018 - 2022

University - Vietnam - Officers of the Union - Association

- Being a member of the Union the Association is enthusiastic and active in activities.
- Regularly organize movement activities to improve solidarity for the collective.

## **CERTIFICATE / SKILLS**

English for Tertiary Studies (ETS) at UOW College Australia 75/100

IELTS 5.5

MOS - Microsoft Word/Excel/PowerPoint

Recruiting/Hiring

2022-2023

2022

Sourcing

Interviewing

Onboarding

Candidates Searching

**HR** Operations

Communication

#### **PRIZE**

Won the first prize in the contest "THE AMAZING HRLAND 2020" Faculty of Business Administration - Ton Duc Thang University

2020

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