



DO THI MY HANH



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EDUCATION

Banking University Of Ho Chi Minh City, Viet Nam (2022 – 2024)

- Major: Business Administration - **Master**
- GPA: 8.2/10

University of Social Sciences and Humanities Ho Chi Minh City National University (2016 – 2020)

- Major: Archival Science and Office Administration
- GPA: 7.94/10

Foreign Trade University (2023)

- Training course on import - export techniques
- 01 research articles in the field of economics published in Asia-Pacific Economic Magazine-Vietnamese State Professors' Council
- 02 research articles in the field of economics published in Economy and forecast Magazine - Vietnamese State Professors' Council

SKILLS

Management:

Managing training programs, managing exams, and assessing students

Technology skills:

- Using training management software: LMS - Learning Management System, Event Management Software.
- Design lessons with PowerPoint, Articulate, Canva...
- Use surveys to evaluate training: Google Forms

Event organization, workshops

Leadership and teamwork skills

Internship at the Human Resources Department of Tôn

Đông Á Group : Coordinating with departments to ensure sufficient quantity and quality of recruitment

CERTIFICATION

- Business Analysis Foundations: Business Process Modeling
- Project Management Foundations
- Financial Marketing
- Investment Risk Management
- Digital Marketing
- Social media
- AI For Everyone
- Eye- Catching Presentations Using Powerpoint 2013
- MOS (Microsoft Office Specialist)

ACTIVITIES

• International business and economics club (2022 – 2024)

President: Leading 65 members of the Club:

Organizing field trips, logistics competitions, organizing workshops on academic topics related to Business Administration.

• The ASEAN University Network-Vietnam National University Ho Chi Minh Summer Program 2024

Mission: Join the welcoming activities for the student delegation from 10 ASEAN countries to the National University of HCM city, participate in cultural exchange activities.

HONORS & AWARDS

• FPT Edu Hackathon (2022) - Organizing committee

- General management of the program framework at FPT University Ho Chi Minh City
- Manage the event process and the judging panel

• FTU Young Logistics Talents (2023)

Topic “Blockchain technology solutions in the logistics industry”- Creative Topic Award

- Excellent Employee at FPT University (2023)
- Inspiring character for FPT Education Organization (2024)
- Youth Role Model (2019)
- 5-Good Student (2018, 2019)
- Modern Buddhism Scholarship (2019)
- Outstanding Student Scholarship (2018, 2019, 2020)

REWARD

Award Title: Employee of the Year (2023)

- Type of Reward: Cash bonus provided by the school

Award Title: Distinguished Individual of FPT Education Organization (2024)

- Recognition Form: Featured in press coverage and honored in the official magazine of FPT Corporation – Education Sector

WORK EXPERIENCE

FPT University Ho Chi Minh City (2022 – Now)

Department of Organization and Training Management

- Organize training courses, provide guidance for students, and conduct workshops for lecturers on cultural integration.
- Propose initiatives to enhance the effectiveness of training, assessment, and evaluation activities.
- Manage, implement, and monitor training programs, ensuring compliance with training regulations and objectives.
- Managing the training program, detailed syllabus, course syllabus.
- Planning to build and update the training program
- Evaluating and improving the training program processes
- Exchange knowledge and information with other institutions to ensure the effective, timely, and accurate implementation of training programs; report on the evaluation results of Faculties, Departments, and educational institutions.
- Coordinate with relevant departments to expand partnerships, inter-institutional collaboration, and student exchange programs.
- Participate in managing and implementing cultural exchange and internship programs for students at partner institutions in Malaysia and the Philippines.
- Receive, handle, and respond to common requests or complaints from students and parents.
- Develop training materials, organize examinations, report on examination status, and coordinate professional meetings.
- Manage the examination question bank and prepare exam papers for each exam cycle; strictly adhere to and implement all procedures outlined in the school's examination confidentiality policy.

ATZ Life Joint Stock Company (2019 – 2022)

HR Management

Training activity management

- Implementing the training of Culture - Soft Skills:
- Directly implement training classes according to the plan/assignment.
- Develop training plans, lesson plans, and checklists to ensure that courses are conducted professionally, effectively, and timely.
- Conduct post-training evaluations.
- Perform data storage and updates for training, feedback reports, and training materials after the course.
- Control and support vocational training activities in departments
- Check compliance with training processes/regulations: Use of training materials, data storage for attendance, students' participation awareness...
- Clearly understand the training situation and needs of departments, propose adjustments to content/methods to enhance effectiveness.
- Specific tasks in the field of Cultural Development and Internal Communication
- Manage the distribution of uniforms and effectively control incurred costs.

Human Resource Management

- Building organizational charts and assigning functions
- Policies and benefits
- Developing and updating human resource policies and labor regulations
- Performance evaluation (KPI, OKR)
- Reporting and Policy Management
- Prepare regular reports to the Head of Human Resources.
- Review existing HR policies annually and update them as needed.
- Benchmark with market practices and propose new employee benefits if applicable.

Recruitment and Data and employment management

- Responsible for all recruitment activities for HG14 and below, supporting talent mapping
- Work closely with Department Managers to clarify the ideal candidate profile, review Job Descriptions and Job Evaluations if necessary
- Coordinate with the Recruitment team, participate in interviews and assess candidates, and advise Department Managers to select the right person for the right position