



XUAN NGOC MAI

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SUMMARY

A proactive and dedicated student with a strong interest in human resources, administrative tasks, training coordination, and recruitment. Experienced in event organization, personnel management, and communication. Passionate about HR development and employee engagement, seeking an HR Intern position to contribute effectively while learning from industry professionals.

EDUCATION

University of Economics Ho Chi Minh City
Major: International Business
Period: 2022 - 2026
Cumulative GPA: 3.49 / 4.00
Related Subjects: International Human Resources Management, Cross Cultural Management, etc

CERTIFICATION

Test of English for International Education Communication
TOEIC
• Listening and Reading
• Total Core: 720
The Internet and Computing Core Certification - IC3
• Key Applications, Living Online, Computing Fundamental

WORK EXPERIENCE

- Cow's House Fashion Store**Jan 2024 - Mar 2025
Sales Assistant, Customer Service & Warehouse Manager
 - Advised and assisted customers, handled product-related inquiries.
 - Managed inventory and ensured efficient stock management.
 - Developed problem-solving, negotiation, and interpersonal skills—valuable for HR roles.
- Mai Khanh Academy**Aug 2024 - Feb 2025
Training Assistant Intern
 - Assisted in organizing and managing training schedules for students.
 - Monitored student progress and provided personalized learning plans.
 - Developed communication and instructional skills—directly applicable to HR training and development.

EXTRACURRICULAR ACTIVITIES

- Nguyen Huu Cau Traditional Spring Camp**Nov 2022 - Jan 2023
Head of Production Committee & Backstage Operator
 - Managed event planning and execution with over 600 participants.
 - Assigned tasks, supervised teams, and ensured event success.
 - Coordinated backstage logistics, including performer scheduling, equipment setup, and crisis management
 - Communicated effectively with multiple stakeholders
- Vietnamese Students' Association of UEH University**2022 - 2023
Member of the Executive Committee of the Class
 - Assisted in coordinating class activities and fostering student engagement.
 - Developed leadership, organizational, and communication skills relevant to HR.
 - Managed internal communications and relayed information from the faculty to the class, strengthening administrative and coordination skills.

SKILLS

- Professional Skills:**
 - Employee Engagement
 - Recruitment Support
 - Personnel management
 - Training Coordination
 - Event Organization
- Soft Skills:**
 - Microsoft Office efficiency (Word, Excel, Powerpoint)
 - Basic Graphics Design (Canva) & Video Editing (Capcut)
- Personal Skills:**
 - Problem-Solving
 - Communication
 - Time Management
 - Leadership & Teamwork
 - Adaptability
 - Multitasking