

NGUYEN THI HUYEN TRANG

Employee Relations



As an ambitious, goal-oriented individual, I leverage my passion to foster positive work environments and maximize human potential within organizations. My mission is to apply my knowledge and skills to support business growth through effective human resource management, cultivate a positive workplace culture, and facilitate the success of every individual within the organization.

PROFILE

08/09/2001

chanchann0901@gmail.com

0327668969

www.linkedin.com/in/nguyễn-thị

HoChiMinh, Vietnam

CAREER OBJECTIVE

I have two years of experience in the HR field at a technology company, with a primary focus on employee engagement through organizing company events. I am driven to become proficient in HR analytics and data-driven decision-making to enhance organizational effectiveness. Seeking opportunities to leverage expertise in talent development and HR strategy to drive organizational growth and employee satisfaction.

SKILLS

Languages

English

Certificates

- Microsoft Office Specialist (MOS)
- TOEIC (800)
- Effective Time Management

• Hobbies & Interests:

- Photography
- Badminton

EDUCATION

 Ho Chi Minh City University of Foreign Languages and Information Technology (HUFLIT)

University | Jul 2019- Jul 2023

Major: Business English

WORK EXPERIENCE

Sale staff

Brother Concept Sep 2019- Jun 2020

- Write product advertising posts on Facebook, forums, and other online platforms.
- Introduce and provide product information, and answer customer inquiries via phone and email.
- · Manage store operations.
- · Prepare daily sales reports.

Internship

Titan Technology Corporation | Feb 2023- Jun 2023

- Created visual designs for TV shows and marketing banners by Canva.
- Assisting with the planning and execution of company events (e.g., Company Trip, International Women's Day, Children's Day).
- Designing and sending birthday emails, creating banners for events, and TV shows.

Executive HR & Admin

Titan Technology Corporation | Jun 2023- Now

- Organize events such as employee birthdays, company trips, happy hours, YEP, Women's Day, Sports, etc.
- Managed the input of employee data into HR information systems and the maintenance of physical employee records.
- · Manage the new employee onboarding process

- Watching movies, Traveling.
- · Listening to music

- Conduct employee offboarding procedures according to company policy.
- Manage employee benefits related to maternity, marriage, and bereavement.
- Handled reception responsibilities, such as greeting clients, distributing temporary passes, providing batteries, and issuing free parking passes.
- Created and managed content for company landing pages, ensuring brand consistency and user engagement.
- Supported the Learning & Development (L&D) department in preparing employee training courses, arranging classes, and collecting employee feedback on the training sessions.
- Assisted with recruitment, including job posting and CV screening.
- Developed and maintained detailed budgets for union events and initiatives, including cost estimations and resource allocation.
- Published internal newsletters and posted company events on Facebook and LinkedIn to facilitate internal and external communication.
- Organized and executed internal sports competitions for employees, overseeing planning, logistics, and on-site coordination.

Activities

Charity

Charity Club 2019- 2020

Participated in volunteer activities, assisting elderly individuals living alone, and homeless people in difficult circumstances