



# NGUYEN BAO GIA HAN

## PERSONAL SUMMARY

A results-driven, fast-learning final-year Public Management student at the University of Economics Ho Chi Minh City (UEH), eager to contribute to your organization by applying academic knowledge, gaining practical experience, and supporting team success while advancing my professional growth.

## CONTACT

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## WORK EXPERIENCE

**Company:** VCO GROUP | Công ty TNHH TT Nghề Nghiệp & Truyền Thông TD Việt Nam

**Position:** Human Resources | 08/2024 - 05/2025



### Event Organization - Internal Communication

- **Work Experience:**
  - Full responsibility for planning and successfully executing 08 internal events of varying scales (employee birthdays, team building, Year End Party, monthly badminton tournaments, annual holidays, etc.), ensuring over 85% employee satisfaction based on internal surveys.
  - Effectively managed event budgets, from detailed planning and sourcing to collaborating with service providers (venue, gifts, printing, logistics), optimizing costs by 10% - 15% compared to initial estimates while maintaining event quality.
  - Implemented creative and engaging internal communication activities before, during, and after events (writing articles, designing invitations, organizing interactive mini-games), increasing event participation rate from 85% to 100%.
  - Provided professional on-site coordination throughout the duration of events, collaborating closely with relevant departments to ensure programs adhered to the approved timelines and content.
  - Conducted post-event effectiveness evaluations by collecting employee feedback, compiling reports, and proposing improvements to optimize the quality of subsequent programs.
- **Skills & Tools**
  - **Skills:**
    - Event Planning
    - Vendor Negotiation
    - Internal Communication
    - Budget Management
    - Stakeholder Coordination
  - **Tools:** Google Workspace, Canva, BASE Wework, MISA

## Recruitment

- **Work Experience**
  - Developed and executed recruitment plans based on departmental requirements.
  - Conducted candidate sourcing, screening, and interviews, and negotiated offers with applicants.
  - Managed the onboarding process and evaluated probation periods.
  - Oversaw the recruitment pipeline and reported on recruitment effectiveness.
- **Skills & Tools**
  - **Tools:** Google Workspace, Excel, various recruitment platforms.
  - **Skills:** Candidate Management, Persuasion, Presentation, Problem-Solving.
- **Key Achievements**
  - Achieved a 90% on-time recruitment rate.
  - Reduced average recruitment time to 20 days.
  - Increased offer acceptance rate to 60%.
  - Successfully implemented 02 special recruitment campaigns.

### Additional Experiences

- Ensured efficient operation of office facilities, meeting all employee work requirements.
- Implemented diverse cultural and recreational activities, contributing to team cohesion and fostering a friendly work environment.
- Contributed to the stability and development of a healthy corporate culture, laying the foundation for strong engagement and high work performance.

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**Company: KIS TECHNOLOGY | CÔNG TY TNHH CÔNG NGHỆ KIS**

**Position: Administrative Collaborator | 08/2022 - 08/2024**



- **Work Experience:**

- Executed administrative procedures and processed paperwork related to marketing campaigns.
- Analyzed customer needs and collected, processed market data to support campaigns.
- Managed and updated content (text, images, video, etc.) on the company's online platforms (website, social media, etc.).
- Assisted in the organization and implementation of advertising activities, promotions, and marketing events.
- Monitored and analyzed key performance indicators (KPIs) to evaluate the effectiveness of marketing campaigns.

- **Skills & Tools**

- Skills:
  - Administrative Support
  - Basic Data Analysis
  - Online Content Management
  - Event Support
  - Monitoring & Evaluation
- Tools: Google Workspace, Canva

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**Company: Atelier Bakery**

**Position: Part-time Staff | 01/2020 - 07/2022**



- **Work Experience:**

- Advised and presented food and beverage menus to customers, catering to their needs.
- Executed counter service procedures, ensuring efficient and accurate order processing.
- Applied professional service standards, maintaining service quality and food safety.
- Gained knowledge of ingredients, product presentation methods, and service standards in the F&B industry.

- **Kỹ năng**

- Customer Service
- Sales Consulting / Process Adherence
- Counter Service / Speed & Efficiency

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## EDUCATION

- University of Economics Ho Chi Minh City (UEH) Bachelor of Arts in Public Management Current GPA: 3.3
- Certifications
- IC3 Computer Fundamentals Certification
- TOEIC: 500+

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## EXTRACURRICULAR ACTIVITIES

- 2022: Volunteer, "Mid-Autumn Festival for Children" - Contributed to organizing and running activities for underprivileged children during the Mid-Autumn Festival.
- 2022: Participant, Faculty's "Fastmood" Dance Competition - Participated as a member of the Faculty's dance team in the annual competition.
- 2023: Participant, Faculty's "Fastmood" Dance Competition - Continued participation as a member of the Faculty's dance team in the annual competition.
- 2024: Participant, "Marketing Prowess" Program (Dove Sponsorship) - Engaged in the program focused on marketing Dove products, contributing to [mention your specific role or contribution if you remember, e.g., brainstorming ideas, executing tasks].
- [And various other school activities]