

NGUYEN NGOC XUAN QUYEN

Employee Engagement & Internal Communications

District 8, HCMC | xuanquyen1412@gmail.com | 14th December | 0774904890 | [Linkedin](#)

ABOUT ME

A dedicated and passionate junior with **7 months of hands-on experience** in **Human Resources and Organizational Development**, and some extra activities associated with this field, which has given me insights into building strong engagement and fostering a positive healthy working culture. I am also eager to learn and highly adaptable, which allows me to adapt well to new environments. For my short-term career path, striving to be an enthusiastic and detail-oriented HR in a professional business environment, thereby continuously learning and gaining experience as well as contributing to the development of the company.

EDUCATION

Bachelor of English Linguistics

Ton Duc Thang University
2020 - 2024



Certificate in Human Resources Management

Online Course | Great Learning Academy
Completed in Nov 2023

IELTS 6.5 Certification

issued by British Council

Certificate in Office Word/Excel/PowerPoint 2016

MOS | Microsoft Office Specialist
Completed in 2022

PROFESSIONAL EXPERIENCES

HR-OD Intern | Dale Carnegie Vietnam

July 2024 - Feb 2025



1/ Recruitment & HR Operation

- Use effectively and proficiently recruitment platforms (TopCV, Careerviet, Glints, Website,...) to post hiring information.
- Collect and source potential candidates from both internal and external introduction.
- Implement telephone screening to assess how well the candidate matches the role.
- Implement onboarding process including: preparing labor contracts, stationery, and internal training session.
- Coordinate and schedule interviews, ensuring a seamless recruitment process.
- Provide support and guidance to candidates throughout the hiring process.

2/ Internal Communications

- Organize key events such as **Performance Review, Vietnamese's Women Day, Christmas, YEP, Global Giving Day, ect.,** to boost employee morale and satisfaction.
- Design communication materials (images, videos) for internal events.
- Manage social media channel (Facebook, Website) and create new post to deliver our company's messages and culture.

HR Collaborator | AIA (Vietnam) Life Insurance Company Limited

Dec 2023 - Mar 2024

- Identify and source qualified candidates through various recruitment platforms.
- Post job openings and actively engage with potential candidates via social media channels.
- Coordinate and schedule interviews, ensuring a seamless recruitment process.
- Provide support and guidance to candidates throughout the hiring process.
- Manage and maintain the company's recruitment page on Facebook.



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PROFESSIONAL EXPERIENCES

Teaching Assistant | OLA Academy - Powered by ILA

Mar 2022 - Nov 2022



- Manage classroom environments with up to **25 students**, ensuring an organized and effective learning experience.
- Assist both foreign and Vietnamese teachers in lesson preparation and classroom activities.
- Monitor students' academic progress and provide regular reports to parents.
- Provide tutoring and additional support for students who struggled academically or missed previous lessons.

ACTIVITIES

TON DUC THANG UNIVERSITY EVENT DEVELOPMENT TEAM - TED

June 2021 - Dec 2023



Vice Head of Human Resources Department

- Lead and manage a team of over **40 members**, ensuring effective collaboration and development.
- Monitor and evaluate members' performance each semester, providing reports to the university administration.
- Actively participate in the recruitment process, assessing candidates' alignment with organizational culture.
- Develop and execute recruitment strategies, attracting over **500 candidates**.
- Organize internal events to foster team bonding and engagement.

Member, Recruitment Organization Board

- Create recruitment content planning and development, successfully reaching over 500 candidates.
- Assess and evaluate candidates to ensure alignment with the organization's culture and values.

Leader, Content Team – TDTU MC Competition 2023

- Develop and manage competition content, attracting over **100 candidates**.
- Oversee documentation and administrative processes related to the competition.
- Manage Top 24 semi-finalists and Top 8 finalists, ensuring a smooth and structured competition process.

SKILLS

- Team Communication
- Problem Solving
- Internal Events
- Microsoft Office (Word, Excel, Power Point, Outlook)
- Canva, Capcut (basic level)

REFERENCE

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HR-OD Manager

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MY PORTFOLIO