

HUỲNH THỊ DIỆU ÁI

HUMAN RESOURCE INTERNSHIP



CONTACT INFORMATION

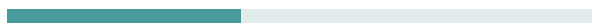
Date of birth July 03, 1997
Gender Female
Phone (+84) 162 642 0036
Email dieuai3797@gmail.com
Address Dormitory Zone A, Linh Trung Ward, Thu Duc District, Ho Chi Minh City
Website <https://www.facebook.com/backtothes>

OBJECTIVES

Take advantages of training - recruitment skills and experience; broaden knowledge in field of human resource to become a professional Human Resource Staff and bring a lot value to Customers. From that, I will contribute to development of your company.

SKILLS

Public Speaking



Teamwork



English



Office



CERTIFICATIONS

2016
Excellent member of IU Social Work Team

2016
Certificate of completion of training course for union staff

WORK EXPERIENCES

2016 - 2017

UBM - SES (formerly Singapore Exhibition Services)

Staff Exhibition

Main responsibilities:

- Collect visitors surveys.
- Direct way for visitors in the exhibition show.
- Take responsibility as PG staff.

Recognition and Gains:

- Achieve high target in surveys for reporting.
- Increase the efficiency through the exhibition shows
- Improve teamwork skill.
- Enhance communication skill.

2017 - Present

YAN NEWS

Freelance Writer

- Responsible for writing in Magazine Blog.
- Edit post and increase view.

Achievements and skills gained:

- Increase views for Magazine Blog.
- Observe and improve writing skill in Vietnamese.

EDUCATION

2015 - 2019

University of the West of England - Cooperative training program with International University - Vietnam National University.

Major: Business Management

GPA: 3.2/4

VOLUNTARY WORK EXPERIENCES

2016 - 2017

IU Student Recruitment Campaign

Consultant

- Bring a certain information as well as the image of our university to parents and student.

2016

Participation in the Spring Volunteer Program

2017

Excellent member of IU Student Recruitment Campaign.

INTERESTS

Reading

Cooking

Music

Traveling

PERSONAL PROFILE

- Enthusiastic, open minded, caring and resourceful. I'm optimistic, have a good sense of humour and get on easily with people of all ages and backgrounds.
- Result - oriented and multitasking person.
- I greatly admire the W.H.O., and would welcome the chance to work with an organization in which I can develop the experience gained during my voluntary activities.

- Support Office of Academic Affair in urgent situation.
- Support SRC Leader Team in specific events.

2015 - 2017

IU Social Work Team

Human Resources

As a human resource member in a team leader, my main responsibility (but no limited to) include:

- Create the volunteer recruitment form.
- Check form of volunteers in important events.
- Set up the route to the event place.
- Arrange the motorbikes positions to ensure all of the volunteers having support from our members.
- Connect people together and encourage them.
- Find out the root of problems when conflict occurred, put them back to the neutral emotion and support them to make sure our work will go smoothly.

2015 - 2016

Business Administration Youth Union

Memer