

# Mai Thanh Hiền

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14/09/1996 | Thu Duc | 0165 7713 214 | maihien140996@gmail.com

## Education

### UNIVERSITY OF ECONOMICS AND LAW

- Major: Economics
- GPA: 7.89 / 10
- Science Research: The long – term relationship among GDP, import and export in Viet Nam

## Experience

### CONTENT MARKETING INTERN | PO GROUP | JUNE 2016 – AUGUST 2016

- Main duties: Search, collect the information; write and upload posts to the company website; manage the Fanpage, consult products for customers by phone
- Achievement: Increase the number of fanpage's followers.

### HUMAN RESOURCES INTERN | MM MEGA MARKET | DEC 2017 – MAR 2018

- Main duties:
  - Work as an Admin and doing paper works: get approval, scan, photo materials.
  - Gather CVs and scan at first.
  - Advertising recruitment posts on social media channels and webs: CareerBuilder, VietnamWorks, timviecnhanh, vieclam24h, Jobstreet,...
  - Answer questions to concerned candidates
  - Quick interview by phone and schedule interviews
- Achievement: Collect a huge amount of potential candidates for all of the branches nationwide and ensure the stability of human resources within the entire group.

## Skills & Abilities

TEAM – WORKING  
COMMUNICATING

WILLING TO LEARN  
DETAIL ORIENTATION

## Activities

### UNIVERSITY OF ECONOMICS AND LAW

- “Mùa hè xanh 2015” – Painting houses, upgrading roads, cleaning ground, holding Mid Autumn Holiday,
- “Thanh Niên Khỏe”
- “Thứ 7 tình nguyện” – Visiting and giving presents for children at SOS Village, Thu Duc District

**IAN – INTERNATIONAL FRIENDSHIP DAY 2016 - SECURITY COMMITTEE**

**APPLANCER - VIETNAM MOBILE DAY 2016 - LOGISTIC COMMITTEE**

**HO CHI MINH COMMUNIST YOUTH UNION – “ĐI BỘ ĐỒNG HÀNH TIẾP SỨC ĐẾN TRƯỜNG”  
2016 - ATTENDEE**

**SOUTH AFRICA HONORARY CONSULATE IN HCMC – “NHÀ SẠCH ĐÓN TẾT 2017”**

- Wrapping the sticky rice cakes for homeless people in HCMC

## **Honors & Awards**

“Sinh viên 5 tốt 2016” by University

“Sinh viên 5 tốt 2016” by Faculty of Economics

“Thanh niên Kinh tế - Luật làm theo lời Bác 2017” by University

The 3<sup>rd</sup> prize in the science research - 2017

## **Certificates**

The best impressive CV in “Sail your ship” competition by Club of Economics 2016

TOEIC 890 by IIG Viet Nam – 2017

Completed the Soft Skills Training “The 7 Habits” by Awake Your Power

The Basic and Advanced Informatics by The University of Science

## **Hobbies**

Read books

Listen to US – UK Music