



MINH NGUYEN

Lifelong Learner

As a person who strongly believe in the value of education and endorse the opinion that life is not only about working for earning but also growing by days, I would like to apply for **Learning & Development Executive** position.

Hopefully, utilizing my tertiary knowledge and organizational experiences in L&D, recruitment, people & culture management, together, we witness the growth and diffuse it to others.

CONTACT

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EDUCATION

RMIT University, Vietnam

2018 - 2022

Bachelor of Business
(International Business & SCM)
Graduate with **Distinction degree**

AWARDS

- Business Challenge Winning Team - HR function of #Spark the Next Leaders 2023
- Final Round Candidate of Unilever CD Fresh Program 2022
- RMIT L.E.A.D program certificate, October 2019

SKILLS

- English fluency
- Strong communication
- Detail & Result Oriented
- Analytical mindset
- Human-sense
- Customer Service
- Event organization
- Interpersonal skills
- System adaption
- Proficiency in Microsoft Office, Canva, Capcut tools

WORK EXPERIENCES

Samsung Electronics Vietnam

August 2023 - Current

Learning & Development Professional

Full-time

- Plan, prepare (logistics, materials, games), facilitate & deliver **Onboarding Training Program** for **100% of new hires** and other internal **soft-skill, leadership training** for current employees with at least **90%** completion & satisfaction for the post-training survey.
- **Coordinate with vendors/Regional** to organize courses & ensure meeting completion rate target.
- Take role in **Learning system administration**, create Online courses, track and record employees' learning hours, support in handling system's common issues.
- **Develop and execute activations** to effectively **drive continuous learning culture**: learning marathon events (attract ~ 300 participants & gain ~ 5,000 learning hours for each event).
- Fully in charge of **internal/external communications**: create content, conduct design, edit video, post through channels. **Ensure 80% open rate** for internal news & **growth** in **channel subscription**.
- Lead **Company Tour** for universities: coordinate with universities & related stakeholders, deliver company introduction content in both Vietnamese & English. Partnered universities includes FPT, RMIT, WSU, NUS, California San Diego, Pennsylvania State, etc.
- **Manage L&D budget** (plan, submit approval, settle). **Save 50% of budget** compared to plan.
- **Create & Manage L&D inventory**: new hire gift sets, L&D gifts, and stationaries.
- **Organize company's engagement activities**: prepare logistics & MC.

Nestlé

September 2022 - August 2023

Organizational Development

Contractor

- Conduct personal project: **Enhance newcomers' experiences** (implement survey, proposal, planning & solutions: **new welcome kit & induction training refresh**)
- Support **revamping "SPARK YOUR WAY" CIP** (market research, employee shooting, content creation, website update, ...) with new branding video/image, sharp & short messages delivered.
- Support **employer branding activities** (Company tour, Career fair)
- **Coordinate** company **events** for **100-500 participants** (Management Trainee graduation, Team training and meeting, Special Town Hall, KOM..)

VNG Corporation

March 2022 - September 2022

Talent Acquisition

Internship

- Perform **end-to-end recruitment process** including:
 - Source CV via LinkedIn & Vietnamworks platforms & post recruitment news.
 - Phone screen, conduct & prepare for Test & Interview
 - Communicate & convince offer
 - Admin task: tracking candidates on the company's system
- Experience in **recruiting 10-15 tech & non-tech candidates** monthly
- Assist in organizing Career Fair at universities (UIT, HCMUT)