



To Thi Dieu Thuy (Natalie To)

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ABOUT ME

I graduated Master program in Psychology from Saint-Petersburg State University and have had a solid four-year of experience in full spectrum of HR management. Talent acquisition has been my favorite and most successful domain. My strength includes building employer branding in order to enrich company's potential candidate pool as well as carrying out the end-to-end hiring process from job posting to on-boarding.

With the development of information technology nowadays, I believe that programming skill will soon to be top essential skills for everyone, hence I have been teaching myself some tools dedicating to data analysis namely SQL, Python and data visualization.

My favorite quote of all time is from Albert Einstein: *"Life is like riding a bicycle. To keep balance you must keep moving forward"*. I am keen to learn and devote myself to the company if given the opportunity.

My dream job is where I can work in an achievement-driven environment for the mutual development of the organization and myself.

EDUCATION

Sep 2015 - July 2017	Master's Degree - St. Petersburg State University, Russia Major: Organizational Psychology and Psychology Management Honor graduated, GPA: 4.79/5.00
Oct 2016 - Feb 2017	University of Warsaw, Poland Major: Organizational Psychology and Psychology Management Exchange student
Sep 2011 - July 2015	Bachelor's Degree - St. Petersburg State University, Russia Major: Psychology Honor graduated, GPA: 4.91/5.00

WORK EXPERIENCE

June 2019 - Present **HR cum Office Manager - DIMAC Law Firm**
Manage full spectrum of HR and Admin functions including recruitment, training, compensation and benefits, employee engagement, develop and implement HR and Administration policies and processes for all staffs in accordance with Vietnam Labor Law.

Recruitment: In charge of full circle recruitment process including working closely with BOD to identify hiring needs; build employer branding in order to create a potential candidate pool; build job descriptions; post job; screening

CVs; interview; making offer and arrange on-boarding for newcomers.

Compensation & Benefits:

Manage personnel records: labor contract, employee profiles;

Monthly payroll and carry out procedures related to social insurance;

Deliver benefits for employees as company's policy: health check-up; birthday celebration; bonus/gift on special occasion such as wedding, having baby, mid-autumn festival, Tet holiday;...

Employee retention: Carry out a series of activities to enhance employee engagement such as organizing Opened Supportive Talk, Year end Appraisal, outdoor activities, company trip, Year end Party;...

General Office Management: Manage and organize administrative procedures to ensure organization's efficiency.

Apr 2018 - June 2019

Operation Manager - Vietdivers Joint Stock Company

HR management:

Recruitment;

Develop, implement and review HR policies;

Develop KPIs and evaluate performance;

Carry out compensation and benefits policy.

Business development:

Attending exhibition and client/partner meeting to explore opportunity for new business;

Contract negotiation with business partners/suppliers.

General management:

Being contact point between organization and investors/shareholders, giving updates and regular reports to investors/shareholders;

Overview courses and tours schedule; and

Other administrative and operational tasks.

Aug 2017 - Apr 2018

Recruiter and Trainer Officer - Hai Trieu Watch

Recruitment: Participating in interview and assessment candidate

Research and Development:

Collaborate with management to identify company training needs;

Design and running training need survey, assessment;

Organize seminars, workshops, individual training sessions, and lectures;

Plan and implement an effective training curriculum;

Plan training budgets;

Responsible for design and organizing 02 mains training programs at Hai Trieu Watch: Hai Trieu Orientation (for newcomers) and ManaLead (a training camp for mid-level managers).

Feb 2016 - May 2016

Teaching Assistant, General Psychology - Peter the Great St. Petersburg Polytechnic University

Research other professors' lectures to gain insights to improve General Psychology course;

Assisted professor in keeping lecture current by assessing development since

last taught;
Collaborated with professor in developing syllabus;
Consulted students to help enhance understanding and overcome hurdles;
Guided students in developing plans and strategies to complete major school projects.

2013 - 2015

Trainee - St. Petersburg State University

Attended Leadership, Team-building training courses;
Assisted professor in developing communication training program for teenagers.

ACTIVITIES

Oct 2016 - Feb 2017

Erasmus Students Network

Member

Led a group of five-people being in charge of organizing welcome program and social activities program for exchange international student at the University of Warsaw.

2011 - 2014

President of Vietnamese Students Union in SPBU

President

Assisted Vietnamese freshman in documentaries and adaptation with the new environment;

Responsible for reporting studying progress of all Vietnamese students in SPBU to Vietnamese embassy in Russia and Vietnam International Education Development department (VIED);

Organized and encouraged members to attend extracurricular activities.

HONORS & AWARDS

2016 - 2017

University of Warsaw, Scholarship for Exchange Students

2015

The Vietnamese Ministry of Education and Training fellowship for master study in Russia

2011 - 2017

St.Petersburg State University, scholarship for outstanding students, academic years

2010

The Vietnamese Ministry of Education and Training fellowship for undergraduate study in Russia

SKILLS

English

Full professional proficiency, TOEFL iBT 94

Russian

Full professional proficiency, Finished Bachelor and Master's program in Russian

Communication

Confident, articulate, and professional speaking abilities

Negotiation

Excellent, properly trained with Harvard Negotiation Program

Interviewing	Excellent, proficiently using STAR technique
Data analysis	Statistic, SQL, Python, Data visualization

HOBBIES

I love ballet. Dressing up and go to City Opera House to watch Nutcracker on Christmas is my kind of tradition. Outdoor activities are my things. Trekking, hiking, camping in nature, for me, is stress cure.

REFERENCES

1. Mr. Pham Quoc Tuan - Managing Partner, DIMAC Law Firm
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 2. Ms. Tran Ngoc Anh - General Manager, Vietdivers Joint Stock Company
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