



CONTACT

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Address: Thu Duc, Ho Chi Minh City

EDUCATION

FPT University | Nov 2019 – Dec 2023

- Major: International Business

SKILLS

- Language: English
- Microsoft Office: Word, Excel, Powerpoint
- Designer: Canva, Photoshop, Lightroom, Capcut
- Soft-skill: Creativity, Adaptability, Teamwork, Interpersonal skills

CERTIFICATE

- 2022: TEDx FPT University HCMC
- 2022: Volunteer HCMC Marathon
- 2022: Volunteers FPTU Job Fair 2022
- 2021: Human Resource Management and Leadership

HONORS & AWARD

- **FPT University**

2022: FPT Honorable Student Of Semester (Semester Summer)

2023: FPT Honorable Student Of Semester (Semester Fall)

Nguyen Thi Thao Van

HUMAN RESOURCES

WORK EXPERIENCE

Dec 2022 – Jun 2023

- **FPT Software**

Workforce Assurance & Resource Development / Contract

- Control the unit's resources and handle resource dispatch accordingly.
- Work with production departments to plan resources for each project reasonably.
- Find potential candidates and supply them to the required unit
- Support to introduce new projects, technical skills in demand.
- Manage the resource requirements of units and coordinate with the recruitment team to plan a strategy to meet manpower.
- Connect and organize interviews between candidates and units
- Check and remind the department to ensure that the necessary indicators are satisfactory.
- Participate in the development and implementation of ideas and programs to develop employees' lives.
- Implement Internal Recruiting activities within FSoft.
- Implement employee motivation activities.
- Implement reports for departments.

Aug 2022 – Dec 2022

- **FPT Software Academy**

Talent Acquisition / Intern

- Support enrollment for FPT Software Academy.
- Consulting course information, questions from candidates
- In charge of recruitment for the company.
- Collect CVs, search for talented candidates.
- Complete profile information, check and store.
- Connecting and organizing interviews between candidates and interviewers.
- Participating in supporting programs and events to create recruitment resources.
- Assist in organizing departmental events.

EXTRA ACTIVITIES

- **HCMC Marathon**

Apr 2022 – May 2022 | Volunteer

- Work with about 90 employees and a team of 500 volunteers.
- Provide information, costumes, information support for runners.

- **TEDx FPT University Season 2**

Aug 2021 – July 2022 | Collaborator

- Work with 15 mentors, a team of about 75 collaborators.
- Build event plans, communication operations, seeding, invitations to support media and sell tickets.

- **MEC – Multimedia & Entertainment Club**

Nov 2019 – Jan 2021 | Member

- Develop communication projects, prepare for events with stage and lighting.
- Members are in charge of taking photos, filming videos, creating images and event content.