NGUYEN THI THAO VAN

Human Resources

PROFILE SUMMARY

Experienced HR professional with strong people management skills and 1-year experience in human resources. Effective communicator skilled in employee relations, recruitment, and performance management.

Have a growth mindset, always try hard to improve knowledge to become better in order to contribute for the society and the corporations I worked for.

PROFESSIONAL SUMMARY

* Skilled in Microsoft Office applications, including Excel, Word, and PowerPoint.
* 1 year of experience in Human Resources position.
* Experienced in personnel coordination, ensuring smooth operations and effective communication within teams.
* Detail-oriented and organized, with a track record of meeting deadlines and delivering high-quality work.
* Good communication skills in English.
* Strong problem-solving and multitasking abilities, coupled with excellent interpersonal skills.

EDUCATION BACKGROUND

* **Bachelor’s degree** – International Business – FPT University

CERTIFICATES, HONORS AND AWARDS

* TOEIC 650
* British Council’s English Score: 360

LANGUAGE SKILLS

* **English:** Advanced
* **Vietnamese:** Native

SOFT SKILLS

* Time Management, Training, Problem–solving, Adaptability, Decision-making, Flexibility, Public Speaking, Confident Communication.

PROFESSIONAL EXPERIENCE

### FPT Software Academy

#### (August 2022 – December 2022)

***Roles: Talent Acquisition | Intern***

Technology Academy under FPT Software is for pupils, students, and working people who intend to pursue the Technology industry. Provides long-term and short-term courses for students from outside the field or learners who want to improve their technology skills.

* 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.

### SWA – RDU9

#### (December 2022 – June 2023)

***Roles: Workforce Assurance & Resource Development / Contract***

FPT Software's unit supports management, internal resource storage and human resource coordination for appropriate projects. Build and develop programs to develop, mobilize and ensure resources within FSoft

* 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.