LIEN HUYNH (Annie)

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OBJECTIVE

Ambitious, results-oriented and dedicated individual looking for an opportunity to contribute to a progressive organization as a generalist in the field of Human Resources. Brings knowledge, skills and passion to the workplace.

EDUCATION

University of Central Oklahoma – Edmond, Oklahoma, U.S.A

December 2014

GPA: 3.18/4

Bachelor of Business Administration—Major: Human Resources Management

Minor: Business Administration

WORK EXPERIENCE

♣ OGILVY VIETNAM – WPP GROUP (a global advertising company)
Ho Chi Minh City, Vietnam

July 2018 - now

Assistant, Talent Acquisition

Report to: HR Director

- Responsible for Recruitment for the group (including 4 units total 200 employees).
- Performing recruitment process: from sourcing candidates to obtaining a final feedback on each case, then offering.
- Perform onboarding activities such as conducting Orientation/Induction programs for new comers.
- Keep updating applicant's database and reports to Applicant Tracking System.
- Proactive build and develop a network of Senior, Mid-Managers of talent pool of potential candidates.
- Search and keep update Competitor & Market database.
- Conduct the internal & regional reports to HR Director on monthly, quarterly and yearly basis.
- Involve in HR internal projects such as Internship Program, Internship engagement, Employer Branding...
- Connect with partners such as: Universities inside and outside Vietnam to looking for talents along with employer branding; Staffing services, Employment Supply Vendors...
- Support HR Director to ensure approved policies and procedures of new joiners & leaver related to IT compliances, exit procedures are disseminated in timely manner and are implemented and documented throughout the company.
- Conduct exit interviews & exit procedures.
- In-charge of Visa, Work Permit and Resident Card for expats.

TRUST CIRCLE (a start-up FinTech)

Nov. 2016 - Nov 2017

Ho Chi Minh City, Vietnam

HR and Admin Officer

* Human Resources

- Establish and implement HR efforts that effectively communicate and support the firm's vision and strategic vision.
- Develop HR plans and strategies to support the achievement of the overall firm business objectives.
- Make recruitment plan for all of position as company's requirements.
- Coordinate with each department to ensure timely completion of the recruitment schedule.

- Responsible for the whole recruitment and selection process such as:
 - ✓ Prepare job ads and posters for required positions.
 - ✓ Place job ads on jobs portal, recruitment agencies, internal and external notice boards and other recruitment channels.
 - ✓ Provide suitable arrangements for applicants with special needs.
 - ✓ Screen and shortlist applications according to job requirements.
 - ✓ Interview the selected candidates following the recruitment process to shortlist for interview with line managers.
 - ✓ Implement next step action after interview (prepare refuse/offer letter, procedure for start working...)
 - ✓ Assist with on/off boarding process (orientation; exit procedure, exit interview...)
- Make sure that the monthly payroll is prepared in timely and accurate manner.
- Maintain, update and ensure accuracy of all HR records, systems, user guides and internal policies.

❖ Admin

- Responsible for all office expenses and controlling cost to ensure that the whole office is running smoothly under company budget and plan.
- Implement office properties and office equipment purchasing as per Company's procurement policy.
- Arrange for repair and maintenance of office equipment.
- Assist in handling space leasing, including searching for office locations or apartments for lease, office leasing contract, office maintenance contract, etc.
- Manage office stationery, front office, housekeeping, cafeteria, company car, security, etc.
- Accommodation & travel arrangement for employees and guests.
- Coordinate and organize company events such as Annual dinner, Christmas party, Year-End Party...
- Responsible for all other admin tasks.

40HRS. CONSULTING SERVICES COMPANY (a headhunter company) **Nov. 2015 - Nov. 2016** Ho Chi Minh City, Vietnam

Recruitment Consultant

- Searched and screened CVs from recruitment channels (recruiting websites, social networking services, personal networking, internal database and referrals).
- Supported & consulted for candidates to make sure they have enough knowledge about client's company and the position which they apply.
- Interviewed, evaluated, selected, and kept relationship with candidates.
- Arranged interviews candidate.
- Ensured the recruitment speed and results of the assigned vacancies are efficient with regards to turn around time and candidate's quality.
- Provided advice to both clients and candidates on salary, benefits, training and career opportunity.
- Contacted with clients and candidates to confirm interview information and receive feedback after interviews.
- Promoted and built awareness capabilities to an existing client database.
- Found out client business, their culture, their current and future recruitment needs, and to developed a loyal and powerful relationship with them.
- Organized interviews for candidate as requested by the client.
- Ensured the recruitment speed and results of the assigned vacancies are efficient with regards to turn around time and candidate's quality.

Achievement:

Successfully recruit:

- ✓ Business Development Manager
- ✓ Sales Manager

- ✓ Sales Executive
- ✓ Bridge System Engineer (BrSE)
- ✓ Technical Support
- ✓ Marketing Manager
- ✓ Brand Manager
- ✓ HRM (Ha Noi)
- ✓ Admin Staffs
- ✓ Merchandiser
- ❖ The Most Placements in Quarter 3 of 2016

F.O.C.I.S. Counseling Services, Inc.

Apr. 2015 – Jul. 2015

Oklahoma City, OK

HR Intern

- Learned the hiring and termination process.
- Learned the basic office skills and communications with office staffs, contractors, and clients.
- Stayed anew and assisted in making updates to any policies that need to be updated.
- Assisted in doing payroll and HR training.
- Assisted in updating employee and contractor files as needed.