



LE THI XOAN


HUMAN RESOURCES

Failure doesn't mean you are a failure it just means you haven't succeeded yet." — Robert H. Schuller

ACCOMPLISHMENTS

- Intern of the year 2019 - STEP BY STEP HR
- The most active female member 2018 - HUGO ENGLISH CLUB

CONTACT INFORMATION

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CORE SKILLS

- Teamwork
- Communication
- Creative
- Critical thinking.
- Screening.
- Time management.

WORK EXPERIENCE

Hr Intern

Technocom Ltd (IT company)
Oct 7 2019 to Dec 30 2019

ADMINISTRATION AND BENEFITS

- Answering employee questions.
- Processing incoming emails.
- Providing customer service to organization employees.
- Serving as a point of contact with benefit vendors/administrators.
- Setting appointments and arranging meetings.
- Preparing meeting minutes.
- Assisting with visa process and flight ticket purchasing for onsite employees in US.
- Taking care of stationery and purchasing office stuffs: meeting chairs, water ordering...
- Being the first contact person of guests and potential employees and welcoming them on their first day in the office.
- Informing employees changes in company office.
- Updating internal databases (e.g. record sick or maternity leave)
- Liaising with external partners, like insurance vendors, and ensure legal compliance.
- Helping with various arrangements internally, from travel to processing expenses.

RECRUITMENT

- Participating in recruitment efforts.
- Designing canvas, writing job description and organizing resumes and job applications.
- Scheduling job interviews, preparing and distributing assignments and numerical, language and logical reasoning tests.
- Preparing gifts, computer installation, welcome note, welcome photo on company's TV on their first day at work.
- Participating in internship interview (observing to learn).
- Sending out email interview invitation, candidate rejection email, contacting candidates for the interview confirmation.

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EDUCATION BACKGROUND

**UNIVERSITY OF FOREIGN LANGUAGE STUDIES
- DA NANG UNIVERSITY**

BACHELOR' S DEGREE IN BUSINESS

ENGLISH

(2015 - 7/2019)

- IELTS score : 6 5/2019
- Korean : A2 2018

INTERESTS



- Managing job sites and posting job ads on Facebook group based on fixed schedule.

EVENT ORGANIZING

- Organizing facilities and managing all event's details such as decor, catering, entertainment, transportation, location, invitee list, equipment, etc.
- Preparing logistics and organizing employee's birthdays, company trip, monthly game show, Christmas day, every afternoon tea-break.
- Preparing needed logistics, working directly with the supplier to get the quotation, invoices, goods delivery before deadline, assisting during "Open day" event.
- Coordinating with Marketing team to create the script for "company introduction video" (Open day), making the draft video and working with the vendor to have the official video available before the event.

Hiring coordinator (part- time)

**STEP BY STEP HR
aPRIL 2018 to mAY 2019**

- Writing and spreading out company's job descriptions on foreign websites for native speakers and expats.
- Evaluating and screening resumes and cover letters.
- Sending out professional emails inviting native speakers candidates to book interview with our company.
- Following up with candidates during the recruiting process.
- Designing Canva to post jobs on Facebook.
- Sourcing candidates by using databases and social media.
- Providing a shortlist of qualified candidates to hiring managers.
- Maintaining a complete record of interviews and new hires

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ACTIVITES

Official member

HUGO ENGLISH CLUB
mARCH 2017 TO DATE

- Organizing team's events and outdoor activities (Hugo camping)
- Assisting new members during their first periods of time of joining the club.

Human Resources department

ECP VIETNAM
may 2017 to date

- Being in charge of organizing events, extracurricular activities through English course and other activities of the organization.
- Supporting specialty team and media team
- Supporting in the organisation of training events when required.
- Interviewing and selecting appropriate candidates for English course.
- Implementing and observing candidates during the entrance test.

GMON SOLUTIONS AND TECHNOLOGY JOINT
STOCK COMPANY
2017 (3 months)

Hiring Coordinator (collaborator)

- Making appointments meet in person with managers of three-star hotels, restaurant, coffee shop around Da Nang city, and persuade them to utilize company's services.
- Providing company information and job opportunities, find and connect potential candidates to the company.
- Sharing and posting customers' recruitment advertisement on recruitment fanpages.

Volunteer

APEC CEO SUMMIT GALA DINNER
2017

- Supporting logistics before the event.
- Supporting and taking care of international guests during the event.

Interpreter

AAE VIET NAM - THE AMERICAN AND CANADIAN
EDUCATION FAIR.
2017

- Working as an interpreter for school representatives.
- Assisting at reception desk.
- Assisting with setting up and closing preparations.