



DAO TRUC LINH

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CAREER OBJECTIVE

I am looking to apply for the position of Human Resources - Administration Officer to build my skills and accumulate professional knowledge. I hope to work in a dynamic, creative environment where I can contribute and learn from my colleagues. I am committed to demonstrating dedication, self-development and adaptability to achieve common goals as well as personal success.

EDUCATION

Ho Chi Minh City University of Economics and Finance

Oct 2020 – Apr 2025

Major in Business Administration (specializing in Corporate Management)

- **GPA:** 3.46/4.0; Human Resource Management: 4.0/4.0, Customer Relationship Management: 3.5/4.0, Risk Management: 4.0/4.0

Major in Marketing (specializing in Marketing Management)

- **GPA:** 3.5/4.0; Product Management: 3.5/4.0, Marketing Management: 4.0/4.0, Direct Marketing: 4.0/4.0

WORK EXPERIENCE

Event and Administration Staff – UEF (Center of Corporate Relations)

Sep 2024 – Feb 2025

- Provided guidance to over **200 students** regarding the internship application process, improving their understanding by **95%**.
- Drafted and published an average of **20 job postings per month** for partner companies on UEF's website, enhancing student employment opportunities.
- Assisted in organizing and executing **10+ workshops per month**, including event logistics, setup, and coordination.
- Maintained organized records of student applications and recruitment reports, ensuring seamless document management.

Administrative Staff – Thuan Trinh Joint Stock Company

Jun 2022 – Jul 2023

- Managed daily administrative tasks including document drafting, printing, and filing, ensuring **100% accuracy and compliance**.
- Assisted in the preparation and formatting of official documents such as contracts and business correspondence.
- Developed a structured **document storage system**, combining physical and electronic filing methods, reducing retrieval time by **30%**.
- Coordinated internal communications and provided administrative support to department heads.

Student Collaborator – Faculty of Business Administration - UEF

Oct 2020 – Dec 2024

- Contributed to the successful execution of **3 consecutive Voluntary Blood Donation events**, attracting significant student participation.
- Organized and supported **3+ academic events annually**, driving engagement with over **300 student registrations per event**.

SKILLS

Languages: Fluent in Vietnamese; Conversational Proficiency in English

Certifications: IELTS 6.0 (British Council), IT Certificate (tested by UEF)

Skills: Communication | Collaboration | Microsoft Office | Negotiation | Presentation | Problem-solving | Research | Self-learning | Teamwork | Task and Time Management