Le Ha Trang
Human Resources

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16/06/2002

My Information

Work Experience

Human Resources Intern
2Khoe Medic Co.,JSC
November 2022 to Present

Recruitment:
- *Recruit successfully 3 marketing-content writer within 1 month*
- *Build applicants' portrait in order to design the job description including word and image*
- *Create recruitment sources in Facebook, LinkedIn and other channels*
- *Sort suitable CV and arrange interview schedule*

Internal communication:
- *Build and design work schedule for company, notification emails, company's regulation, meeting agenda, meeting minutes,...*
- *Prepare meeting room and relevant devices*

Training
- *Train and instruct new employee about regulations and culture of company*

C&B

Education History

Business Management Senior
Institution: National Economic University (2020-2024)
- *Good student in 2021*

Activities

Event Department
Young Health Programme Vietnam
- *Communicating to people about the prevention of non-infectious diseases*
- *Organizing events, meetings in both online and offline platforms related to the health*
- *Building timelines, schemes, and report to leader*
- *Participating in training courses prior to communicating*

External Relations Department

Tourism & Hospitality Club of National Economics University - THC NEU

- *As a member of External Relations Department, I studied how to write a professional email to sponsors, partners and lecturers.*
- *To be more confident to communicate with sponsors, clients,...*
- *Recruiting the sixth generation, including sorting applicants, interviewing and taking care teams*
- *Knowing how to design the letter of donation*

Relevant Skills

- English
- Problem solving
- Microsoft Excel
- Communication
- Eager to learn
- Edit images in Canva

Certifications

- International Computer Drivers License (ICDL,) (2022)

Interests

- Build plan
- Listen to music
- Explore new things
- Communication