





LY HOAI NGOC

CONTACT

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 **Address**
District 9, Ho Chi Minh City

EDUCATION

**Ho Chi Minh City University
of Food Industry**
2019 - 2023

- Major: Business Administration
- GPA: 3.44/4

SKILLS

- Microsoft Office: Word, Excel, Powerpoint
- Language: English (read document)
- Designer: Canva, Capcut, Lightroom
- Soft - skill: Teamwork, Communicate, Problem solving, Processing records,...

CERTIFICATE

- Basic Information Technology Applications by HUFU University

WORK EXPERIENCE

● Aug 2022 - Present

FPT Software Academy

Talent Acquisition | Intern

- Support the recruitment of personnel for the company.
- Collect CVs, search for candidates and save them into the system.
- Join JobFair, and Fsoft Tour sessions.
- Assist in organizing departmental events.
- Organize files, check records, and do other work in the office.
- Schedule interviews for candidates.

● Dec 2019 - Aug 2022

Admissions Advisory Board HUFU

Member

- Admission counseling for parents and students about the industry and school admissions procedures.
- Instruct students to write application forms for admission.
- Reply to messages on the school's fanpage, consult by phone.
- Participate in the organization of enrollment events such as: Festivals encyclopedia, leading student delegations from provinces to visit the school.
- Organize files, check records and other jobs in office.

HONOR & AWARD

- **2021:** Recognized as an excellent member of the Hufi Admissions Advisory Board.
- **2022:** Potential Project Award of the Innovative Start-Up Contest 2022 by HUFU Faculty of Business Administration.