



TRAN GIA HUY (Jr.)

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CAREER OBJECTIVE:

- Short-term goal: become Talent Acquisition Specialist within 2 years.
- Long-term goal: aiming for Talent Acquisition Manager in the next 4 years.

Communication/ Leadership/ Networking/ Planning/ Content/ Basic Design/ English/.

EDUCATION & TRAINING

2019 – 2023 **Ho Chi Minh University of Law – Major: International Trade Law**
(Senior student - GPA: 2,93/ 4.0) .

Professional certificates:

2022 **Recruiting, Hiring, and Onboarding Employees** - University of Minnesota.
2021 **Human Resources Foundations** - LinkedIn.
2021 **Learning LinkedIn Recruiter** - LinkedIn.
2020 **MOS Word 2016** - Microsoft Office.

PROFESSIONAL EXPERIENCE:

COMPANY NAME: FE CREDIT (VP Bank SMBC)

Location: 09 Doan Van Bo,
District 4, HCM City.

Job Title: Talent Acquisition & Employer Branding Intern.

Date: April 2022- June 2022

References: Ms. Phan Gia Thao – Employer Branding & Source
Solutions Team Leader (0793136409).

Job scope:

*** Talent Acquisition (50%):**

- ✓ Collecting data from sources such as Facebook Ads, Zalo Ads, Typeforms, Career Fairs,..., and Update on data warehouse of company;
- ✓ Conducting mass recruitment: Calling and Short interviewing candidates based on the data from the available sources;
- ✓ Participating in the preparation and organization of Job fairs at universities such as: HCM University of Economics (UEH), International University (IU), and Van Hien University (VHU),... .

***Employer Branding (50%):**

- ✓ Contributed ideas and wrote recruitment content weekly under the supervision of the Team Leader;
- ✓ Creating and designing promotional posts to attract applicants for mass positions;
- ✓ Administrator of Facebook fanpage “FE CREDIT Careers” with 20.000 likes;
- ✓ Making contact with vendors and advertising agencies to order banner designs, backgrounds, standees, flyers,... for recruitment advertisements;
- ✓ Assist with translating documents and content for departmental use and other tasks.

Achievements:

- ✓ Achieve a conversion rate of 10 candidates for every 50 data re-targets;
- ✓ Achieve 105% KPI completion for new candidate data calls.
- ✓ Each of the fanpage's posts has a reach of 3.5K to 5K viewers.

COMPANY NAME: VSHR Pro Academy

Location: Dien Bien Phu, Binh Thanh District, HCM City.

Job Title: Recruitment Assistant Intern.

Date: December 2022 – March 2022

Job scope:

- ✓ Pre-screening and Interviewing candidates and managing candidates throughout the recruitment process till onboarding. Received more than 15 suitable CVs in week from Ybox, Facebook group.
- ✓ Discovered candidates using social media for work such as: Ybox, LinkedIn, Facebook,... for Intern roles including Sales, Content, Video Editor, Business Operation, Recruiter,.. etc;
- ✓ Communicated with candidates through application process, and updated candidates' status in Database of company;
- ✓ Responsible for recruiting team leading HR-related positions in general: reporting, tracking, and supporting new candidates.

COMPANY NAME: The People's Procuracy of Quy Nhon City

Location: Quy Nhon City, Binh Dinh Province

Job Title: Legal Intern

Date: November 2021- February 2022

Job scope:

- ✓ Attended depositions, Procuracy proceedings, and prepared summaries on cases;
- ✓ Conferred with litigants and other involved parties to gather and track case information;
- ✓ Drafted correspondences, disseminated materials to appropriate parties;
- ✓ Arranged, stored documents related to cases.
- ✓ Gained valuable insight into regulations and policies associated with Law on Marriage and Family, Law on Labour.

SOCIAL ACTIVITIES/ EXTRA ACTIVITIES

ORGANIZATION NAME: Study and Research Department

Location: HCM ULAW

Job Title: Team Leader (Relation/ Organization/ Trainer)

Date: 2019 - Present

Job scope:

- ✓ Hosted extracurricular activities, participated in support unit in: Legal Talk forum, Talented Law Student, Environmental training course in new generation FTAs, National contest Vmoot, Scientific Research for student, Pre-college Talkshow,...;
- ✓ Scanning CV, Recruiting, Interviewing and Training for the new collaborators of organization;
- ✓ Inviting experts, planning executives, organizing and promoting events to students, marketing using Fanpage;

Achievements:

- ✓ Awarded for Having valuable contributions in HCMC Ulaw's Activities and Students' Movement in 2021-2022.

AWARDS:

- ✓ Second Runner Up in English Debate contest "Raise your voice 2020";
- ✓ Top 6th in "The Voice of Ulawer's 2022".