



NGUYỄN LÂM MỸ NHÂN

ABOUT

I am experienced in organizing academic courses and business solution projects, interested in connecting and working with people; seeking a full-time position related to Human Resource, specializing in Recruitment.

I am very enthusiastic, honest, friendly and also an ENFJ type. Besides, I am eager to learn new things and able to work under pressure.

CONTACT

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EDUCATION

WESTERN SYDNEY UNIVERSITY
2016 – 2019 | Bachelor of Business
Administration: Major in Marketing

WORK EXPERIENCE

CASK ACADEMY & GCOMM

Dec 2019 – Feb 2021: Business Solution Executive

Cask Academy is a Professional Business Coaching Network

Gcomm is a Market Research Consultant

1. Planning:

- Collaborated with experts in various commercial fields (Food & Beverage, Fast-moving consumer goods, Tobacco) to develop proposals and training decks for public/in-house training courses/ consulting projects.
- Worked with experts to prepare for the person in charge to complete the training deck for each module and an acceptable teaching schedule based on the Agenda.
- Supervised and supported sales and marketing activities such as key visuals, brochures, guidebooks; ensuring key KPIs of training courses and total business objectives.
- Follow up to maintain expert relationships and satisfaction

2. Execution:

- Prepared related course materials and assisted Experts to provide completed content and knowledge with their best performance and comfort..
- Conducted admin tasks such as preparing contracts for experts and clients and coordinating with departments to conclude the procedure after the course has been completed.

3. Quality control:

- Conducted and collected feedbacks from students/clients and testimonials to evaluate and update quality for the next module/course.

CERTIFICATE

BCC CORP – HUMAN RESOURCE MANAGEMENT
SOLUTIONS

June 2021 | Human Resource Management K144

SKILLS

Problem Solving
Negotiation
Communication
Critical Thinking & Analysis
Design Thinking
Project Management