

# BUI XUAN HAI

62 Nguyen Huy Tuong, Thanh Xuan, Hanoi, Vietnam

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## EDUCATION

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### Foreign Trade University

Oct 2015 - July 2019

*Bachelor of International Economic. - Advanced Program, In Cooperation with Colorado State University.*

GPA: 3.24/4

## WORK EXPERIENCE

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### Telio Viet Nam

Sep 2019 - Present

*Product Operator (April 2020 - October 2020)*

- Responsible for the operation, user research, and go to market planning and execution of the product - TelioBooks
- Coordinate with different teams to improve the product in term of designs, features, and market fit capability
- Reached over 1500 downloads, with over 700 Weekly Active Users

*New initiative launcher (Jan 2020 - March 2020)*

- Be responsible for the report and backend of Telio's new business model in Strategy Team
- Create and manage a new method of report documentation based on Holistic and Magento, which cut down 80% processing time.

*Recruitment Executive (Sep 2019 - Jan 2020)*

- Comply with company demand for human resources of multiple positions. Successfully acquired 20 personnel
- Be responsible for building formal assessment criteria for interviewees, as well as other documentation of HR.
- Support internal communication and planning for 6 events of the company, as well as with 3rd parties such as AIESEC, ITviec, Base.vn, etc
- Deploy and use Base E-hiring as main tool for personnel funnel reports of the Recruitment team.

### FPT Software

March 2018 - June 2018

*Recruitment Intern*

- Resolve requests regarding the recruitment of Developer, Tester, BA, Reception from 3 bases of FPT
- Organize 2 IT recruitment events, with about 100 participants and 15 successful recruits after each event.
- Acquire approximately 150 resumes and success in the recruitment of over 20 personnel.

## ACTIVITIES

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### Young Scholar Initiative Asia Convening

July 2019 - August 2019

*Reception Team*

- Part of the Reception Team, which directly in charge of organizing the 4-day main event.
- Advocating request in the event and personal demands for 400 worldwide scholars that attended the event.
- Cooperate with volunteers from different universities in Ha Noi and organizers from INET.

## HONORS & AWARDS

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Scholarship Participant of TEDxHanoi 2019: Now What

2013-2014