



## DOAN THUY DUONG

Talent Acquisition/ Technical Researcher/  
Recruiter/ Headhunt

Dec 03 1988

Female

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## OBJECTIVE

Looking for an opportunity to work as Recruitment Consultant to utilize my recruitment and hiring skills in an established organization.. Coming with over 3 years Corporate Recruitment experience within a matrixed environments, sourcing experiences and researching areas. Focused on various recruiting expertise: technical, developers, Java, .NET, architects, project managers, database administrators, systems administrators, graphic designer, sales, ...

## SKILLS

Office Microsoft

Logical thinking and creative

Public Speaking

Time Management



## EDUCATION

**(UEF) UNIVERSITY OF ECONOMICS AND FINANCE HCM**

**2008 - 2012**

Network and communication

7.0/10.0



## WORK EXPERIENCE

**HARVEY NASH VIETNAM**

**JUNE 2016 - MAY 2020**

Recruiter/Technical Recruitment Support

### Main responsibilities:

- Work for enterprise clients for USA: Apple, Microsoft, Amazon, Expedia, Hasbro, Staples, GoPro, United Airlines... Various fields include: software development, system, network, security, marketing, human resources, graphic...
- Sourcing candidates through creative search strategies including: web searches, LinkedIn, and Online database
- Professional in using recruitment tools: Dice.com, Monster.com, Careerbuilder.com, LinkedIn, Indeed...
- Good knowledge of the way to find contact information of candidates through online tools.
- Good communication with US recruiters by discussing and giving solutions for all about the jobs via Skype or Emails.
- Receiving recruitment needs from Company, making recruitment plans. Coordinate and organize the implementation of those plans.
- Analyze profile, screen and select a list of candidates after the interview.
- Ability to generate a high volume and high quality resumes under very tight timelines.
- Doing report to Line Manager weekly to control the quantity and quality of job.

### Accumulated experiences:

- Knowing how to analyst the requirements to win the cases.
- Planning the way to attract candidates, providing suitable salary as well as benefits from Client to candidates.
- Familiar with technical - non technical skills through a wide range of jobs.
- The number of connections is very large in order to find many suitable candidates for each type of jobs.
- Using MS Offices to serve the present job.

**FREELANCE ENGLISH TEACHER**

**2012 - MAY 2016**

English Teacher / Staff

### Main responsibilities:

- Advising student on career issues.
- Organizing and delivering classroom lectures to students.
- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintain accurate student attendance records and grades.
- Catch the trend in the way of teaching to let the class study lively.

### Accumulated experiences:

Team Work

Sourcing & Screening

## INTERESTS

- Traveling
- Music
- Reading Books

-Know how to integrate with students.

-Fluent in online and real admissions jobs, using some channels as Facebook, Youtube, online forums to post the news.

- Advice courses for parents include time, school fee, teachers....

-Use excel to make schedules and monthly reports.



## ACHIEVEMENTS

- Scored nearly 10 placements/ year for US market.

- Won submissions for each postitions by Clients.

- Studied foreign woking styles and cultures to deal with.

- Learned the flexibility to win in working environment.



## CERTIFICATIONS

IELTS Certification 6.0

2017



## ACTIVITIES

### BLOOD DONATION CENTER

Volunteer

Volunteer in blood donation once each year at some Blood donation Centers.

### HARVEYNASH VIETNAM

2016 - 2020

Member

Performance dancing in the special days was organized by Company.

### CHARITY WORKS

Member

Doing charity with volunteer groups in society and by my own family.