

Contact

www.linkedin.com/in/nguyenvoanhthu (LinkedIn)

Top Skills

Global Talent Acquisition
Team Motivation
Coaching

Languages

English (Native or Bilingual)

Certifications

Coaching Skills for Leaders and Managers

Anh Thu Nguyen Vo

Human Resources Project Manager
Ho Chi Minh City, Vietnam

Summary

With over 11 years of experience in talent acquisition, I am passionate about finding, attracting, and hiring the best talent for Jabil, a global manufacturing solutions provider. I have a B.B.A. in Business Administration from the University of Sunderland, and I have developed strong skills in training, management, and international business. I am driven by the mission of empowering and enabling Jabil's workforce to deliver innovative and quality solutions for our customers and stakeholders.

As the Talent Acquisition Lead at Jabil, I manage a team of 6 members with key roles in hiring for various levels, from technicians to managers, both local and expat. I also oversee the employer branding, new hire onboarding, employee engagement, and fresh staff hiring programs. I have successfully implemented and improved the talent acquisition strategies and processes, resulting in increased hiring efficiency, quality, and diversity. I enjoy working with a dynamic and collaborative team that supports and challenges me to grow and learn every day.

Experience

Hanwha Life Vietnam
Human Resources Project Manager
February 2025 - Present (2 months)
Ho Chi Minh City, Vietnam

Jabil
7 years 4 months
Talent Acquisition Lead (Country TA Head)
March 2023 - January 2025 (1 year 11 months)
Ho Chi Minh City, Vietnam

Site Talent Acquisition Management.

Talent Acquisition Supervisor

November 2021 - January 2025 (3 years 3 months)

Manage a team of 6 members with key roles in Hiring for Technician to Manager level (Both Local & Expat), Employer Branding, New Hire - Onboarding, Employee Engagement, Fresh Staff - EIT Hiring Program.

Talent Acquisition Acting Supervisor

July 2021 - November 2021 (5 months)

Talent Acquisition Specialist II

November 2019 - July 2021 (1 year 9 months)

Vietnam

- Be in-charge of all recruitment activities for level Engineer/Staff --> Senior Manager (Both local & expat);
- Lead all Employer Branding Activities of Jabil Vietnam;
- Be Key Team Leader of designing Talent Acquisition POSM (Poster, Banderol, Leaflet, Backdrop, Recruitment Posts)

Talent Acquisition Specialist I

October 2017 - October 2019 (2 years 1 month)

Vietnam

- Handle all recruitment activities for level Technician --> Senior Supervisor (85% local, 15% expat);
- Participate in Employer Branding Activities;
- Key PIC of designing recruitment material including Promotion Gifts, Job Advertisement, Poster, Standee, Backdrop, etc.

Avery Dennison

Talent Acquisition Specialist

March 2017 - October 2017 (8 months)

- Handle all recruitment activities for Operation Team (90% Management (Manager & Supervisor level), Specialist, Executive, Officer and Technician Level; 10% Direct Labor (Supporting));
- Be a main contact person in building effective campus relations with targeted universities to promote new graduate talent hiring and employer branding awareness (Main PIC of UTE, UEL, and UIH);
- Support and together organize special recruitment events (Company Tour, GOLD Program);
- Use Smart Recruiter system for all hiring steps in timely manner;
- Handle properly the onboard day formality of new hires & monthly update on their

induction progress during probation period;

- Fulfill assigned duties to ensure the communication out of “Look Within” by 5th day and “Welcome New Hire” by 10th day every month;
- Be a main PIC of designing Poster, Banderol, Leaflet, Backdrop, Recruitment Posts;
- Control the gifts for campus activities;
- Be an official admin of Facebook Fan Page of Avery Dennison.

Samsung Electronics HCMC CE Complex

Senior Recruiter

April 2015 - March 2017 (2 years)

Lot I-11 , D2 street, Hi-tech Park, Tang Nhon Phu B Ward, District 9, HCMC

- Be in-charge of all activities related to Recruitment (80% Senior Staff, 10% Team Leader – Supervisor, 10% Staff & Operator);
- Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites;
- Determine applicant requirements by studying job description and job qualifications;
- Attract applicants by replacing job advertisements (Design Job Advertisement & keep updating on Facebook Fan Page and other Recruitment Website such as Careerbuilder, Vietnamworks, Timviecnhanh);
- Determine applicant qualifications by interviewing applicants, analyzing responses, verifying references, comparing qualifications to job requirement;
- Arrange management interviews by coordinating schedules, escorting applicant to interviews;
- Evaluate applicants by discussing job requirements and applicant qualifications with managers, interviewing applicants on consistent set of qualifications;
- Coordinate and join in indoors or outdoors recruitment events (Job fairs, seminars...);
- Manage Official Facebook Fan Page of SEHC;
- Initiate and join in initiatives for talent attraction as well as employer branding;
- Make weekly reports, monthly reports per requested.

Achievement:

- Gained BEST EMPLOYEE Award of 2nd Quarter 2016 of HR Development Part, SEHC;
- Was In-charge and recruited more than 265 Staffs, Senior Staffs, Team Leaders, and Supervisors for departments such as Production, Maintenance Innovation, Engineering, Warehouse, Purchasing, Supply Chain, Procurement, Human Resource, Process Innovation, Finance, Accounting, R&D, Facility, HSE, General Affair, IT, etc. of both Visual Display and Digital Appliance Divisions;
- Was successful in organizing Job Fairs for Universities & College in the role of team member and team leader. (356 CVs applying for first rounds interview, and 537 application forms received at booth at the Job Fair 2016 at University of Technology and Education – Team Leader role).

40HRS

Associate Recruitment Consultant

January 2015 - April 2015 (4 months)

- Identify core candidates and implement appropriate methods to attract them;
- Interview candidate with corporate guidelines to establish strengths, skills and requirements;
- Register core candidate with corporate and legal requirements;
- Minimize time spent with non-core candidates;
- Accurately interpret clients' person specification and identify suitable candidates through effective job matching;
- Use persuasive ability to sell the job to the candidate and the candidate to the client;
- Communicate all requirements of the job to the candidate and the candidate to the client;
- Communicate all requirements of the job to the candidate;
- Provide face – to – face pre-interview advices to all candidates;
- Follow up all placements to ensure retention of fee;
- Support senior recruitment consultant in sourcing, approaching, interviewing

candidates.

Achievement:

- Face-to-face and phone interviewed candidates just after 1 training month;
- Built and maintained tight professional relationship with candidates.

GreyFinders Co., Ltd

Recruitment Consultant Intern

September 2013 - February 2014 (6 months)

Vietnam

- Managed the company's software by uploading the candidates' information into the company's software, posting new vacant positions into some job search websites such as Greyfinders.com, Jobstreet.vn, Anphabe.com etc. so that the candidates can find and contact us;
- Managed Greyfinders's LinkedIn, answered queries and connected friends on that business social media.
- Worked as a researcher, supporting consultants to search CV as their requirements, screen CVs, and then send the potential CVs for consultants
- Was the assistant of consultants in the interview with candidates; supported consultants to raise English questions for candidates.
- Made the phone calls to candidates, then introduced and invited them to join the job opportunities;
- Studied to enrich the relationship with everyone, especially with business people, by creating account on social networks such as LinkedIn.com, Anphabe.com, etc.;
- Studied how to become a consultant by getting familiar with reading and understanding the resume, also the contract between the company and the client;
- Got familiar with Human Resource field especially the recruiting process and some necessary skills a consultant should have;
- Was a part of a recruitment project finding fresh candidates for client.

Achievements:

- Posted more than 60 vacancies into Greyfinders.com and Jobstreet.vn
- Updated about 180 resumes of candidates into company's software
- Connected more than 1500 friends for Greyfinders's LinkedIn
- One candidate searched by me of the recruitment project had passed all the interview rounds and became official staff of client's company.

American Standard Brands

HR Intern

September 2012 - January 2013 (5 months)

Vietnam

- Got familiar with the professional environment of a foreign organization
- Studied HR functions and skills by doing some simple tasks such as learning to arrange the documents, analyze the charts, calculate the salary, and find the place to celebrate the training.

Achievements:

- Successfully found out the restaurant for organizing the Year-End Party of American Standard Vietnam
- Successfully achieved the goal that creating a connection between my college (Saigon Institute of Technology) and American Standard Vietnam

Education

University of Sunderland

Bachelor of Business Administration (B.B.A.), Business Administration and Management, General

Saigon Institute of Technology

Associate of Arts and Sciences (AAS), Business Administration, Management and Operations