



CONTACT

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EDUCATION

Ho Chi Minh City University of Technology and Education (HCMUTE)

Sep 2019 - 2023

Major: Industrial Management

GPA 3.21/4.0

ACTIVITIES

Dec 2020 - May 2021

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION

Volunteers

- Member of the Youth Shock Team of Ho Chi Minh City University of Technology and Education.
- Join the Volunteer Spring 2021 at Ho Chi Minh City University of Technology and Education.
- Join the recruitment consulting team at Vinh Kim High School (Tien Giang).

Activities

- HR staff of the enterprise model in the subject of Human Resource Management.
- Employees Employee Engagement Business model in the subject of Organizational Behavior.

Oct 2021 - Nov 2021

EURÉKA SCIENTIFIC RESEARCH STUDENT AWARD XXI TIME SECTOR OF ECONOMY

Certificate of participation in scientific research

- Conduct scientific research, enter the semi-finals, and receive a certificate of participation in scientific research issued by the Ho Chi Minh City Youth Union Committee.

TRAN HUYNH NGOC GIAU

Talent Acquisition

- An enthusiastic, energetic person who wants to work in the field of human resources and participates in soft skills classes to overcome his weaknesses.
- Desire to work at the company to learn, gain experience, become active, practice discipline, and develop personal career opportunities.

WORK EXPERIENCE

Aug 2022 - Mar 2023

FPT SOFTWARE HOCHIMINH CO., LTD (Talent Acquisition Intern)

- Support recruitment for IT and Non-IT positions (32 employees for positions: Fresher .Net, Fresher QA, Classroom Admin staff, Corporate culture staff, HR interns, and accounting interns): receive recruitment requests from the department, post job ads based on recruitment pages, filter resumes, save CVs on the system, contact candidates for entrance checks, set appointments Schedule interviews, monitor and notify interview results to candidates.
- Support in recruiting students for IT and Non-IT courses: posting enrollment, consulting and answering students' questions, guiding admission procedures (with 5 students participating in the IT course) BA, DevOps, Embedded).
- Support offline communication activities: Fsoft Tour, Job Fair, and affiliate programs between businesses and universities,...
- Support internal activities: Workforce day, Trainer day, October 20,...
- Perform other tasks as required.

SKILLS

- Communication in business
- Statistics in business
- Human Resource Management
- Communication skills
- Skills in using Canva design tools, Photoshop, Adobe Illustrator,...
- Ability to read and understand documents in English

CERTIFICATE-AWARDS

- 🎓 MOS Certificate in Word, Excel, Power Point
- 🎓 TOEIC ~ 600 by English Level HCMUTE
- 🎓 Persuading Others
- 🎓 Project Management Foundations: Requirements
- 🎓 Euréka Scientific Research Student Scholarship to encourage excellent study in semester 1 (2022-2023)