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| TRANG NGUYEN THI  (Ms. TRACY)  R1011 Building C, An Sinh residential area, Nam Tu Liem, Ha Noi  Hanoi 10000  Vietnam  Mobile: 0965 928 996  DOB: July 23rd 1993  [Trangnt.237@gmail.com](mailto:Trangnt.237@gmail.com)  Linked in: [Please click](https://www.linkedin.com/in/trang-nguyen-thi237/)  Skpe: trangnt.237    **CAREER OBJECTIVES**  Become an expertise HR/ HR team leader at the age of before 30  **EXPERIENCE**  ***Senior HR exective*** – [Geniee International Pte. Ltd](https://en.geniee.co.jp/)  May, 2017 – July 2019  **Operate** the HR system. **Recruitment (90%) training** new staff, company events, **internal PR**, **HR management** attendance management, payroll, PIT registration.  **Result:** Achieve and exceed KPI in every quarter. Excellent evaluation by direct supervisor and director. Impact to company culture and branding.  ***General Adminstrator / project coordinator*** – Institute of Techonology and Economic development  July 2016 – Mar 2017  Hiring foreign teachers for the project (70%). Control the education quality, manage project progress and needed procedure. Documentary tasks (Work permit), extend visa for foreign teachers  **Results:** 90% satisfied and impact teachers and students quality. 90% students get improved after the project  ***HR (part-time)*** - [A&U Language institude](https://www.facebook.com/anulanguage/)  Oct 2017 - Currently  Recruitment teachers for suitable training courses and training teachers to adapt with center teaching methods (60%) Teach English for students in all levels and courses (40%)  ***Trainer***  - [UTC’s English center](https://www.facebook.com/utc.ec/)  Dec 2013 – Aug 2017  Co - founder, research and run new courses, marketing to enroll new clients, build team and run the center, teach and quality assurance.  **Result**: Train for over 1500 students to get correct English pronunciation  English teacher – SM English Center  Teach English for students, support for students, maintain and quality control, contribute to the development of product | **EDUCATION:**  [Foreign Trade University](https://www.google.com/maps/place/Foreign+Trade+University/@21.023033,105.8032483,17z/data=!3m1!4b1!4m5!3m4!1s0x3135ab5d5161f909:0x4dafaf500ce22be3!8m2!3d21.023033!4d105.805437) – Business Managment – International Business  2012 – 2016    **HARD SKILLS:**  **HR recruitment**  **Training**  **Project management**  **Microsoft office**  **SOFT SKILLS**  **Leadership**  **Working independently**  **Self-motivation**  **Time management**  **Presentation & Negotiation**  **MC (Both English and Vietnamese)**  **Public Speaking (both English and Vietnamese)**  **Team management**  **Fast adapted**    **LANGUAGE**  English: IELTS 7.0/ TOEIC 805  Vietnamese: Native Speaker  **EXTRACURRICULLAR**  Loyal member of FTU student association  Volunteer of [Emotion Tree](https://www.facebook.com/EmotionTree/) – Sponsor by US embassy  **REFERENCE**  Mr. Yuki Isobe – Executive Officer of Geniee Internaltional, 24 Peck Seah Street #04-03 Singapore 079314  Mr. Trinh Viet Hung – Director of A&U Language Institute, 4B3 Alley 201, Tran Quoc Hoan, Ha Noi. |