

## THU VU

Toronto, ON

Thanhthuftu94@gmail.com / 437-982-2988

### PROFILE

- 2+ years of hands on experience in running recruitment process in high-pressure non-profit, agency, and corporate environment.
- Strong attention to detail, great communication, and time management skills.
- Computer proficient in Microsoft Office (MS Word, Excel, PowerPoint, Outlook), accounting software (QuickBooks).
- Fluent speaker in Vietnamese (native), Mandarin (advanced), and English (professional).

### SKILLS

- Talent Acquisition
- Agency Recruiting
- Candidate Screening and Assessment
- Employment Law Knowledge
- Payroll Expertise
- Accounts Receivable

### EXPERIENCE

Release2 Inc. (Toronto, ON)

*Technical Recruiter*

*Sep 2022 – Till Now*

- Actively use online sourcing tools to recruit top talents for Enterprise Level clients, Start-Ups and Mid-Size clients.
- Conduct phone interviews.
- Maintain employees' profiles on internal system.

Precision Staffing Solutions Inc. (Etobicoke, ON)

*Payroll Administrator*

*Mar 2020 – Apr 2021*

*Jan 2022 – Aug 2022*

- Collect employee timesheets and run payroll on a weekly basis.
- Update new employees and customers' data on the internal system.
- Prepare and send invoices to customers in a timely manner.
- Answer inquiries from employees and customers.
- Keep track of payroll information on company's internal system.

*Recruiter*

*Mar 2019 – Apr 2021*

- Develop and update job specifications.
- Source and screen candidates by using job portals, social media.
- Conduct phone/in-person interviews, tests, background checks, and reference checks.
- Organize employees' documents.

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### Easy Group Inc. (Toronto, ON)

HR Recruiter

Apr 2021 – Dec 2021

- Manage the complete talent acquisition/recruitment process for all job postings including advertising, screening, sourcing, interviewing, evaluating.
- Actively use online sourcing tools to recruit top talents.
- Assist with new employee onboarding, orientation, performance appraisal etc.
- Maintain employees' profiles on internal system.
- Support and participate in the implementation of various HR projects and initiatives.

### Great Connections Employment Services (North York, ON)

Recruiting Intern

Sep 2018 – Dec 2018

- Assisted with recruitment for Light Labor and Banking roles (sourcing, screening, interviewing).
- Conducted test, background checks, and reference checks.
- Prepared required new hire paperwork.
- Managed company website by creating and maintaining available job postings.
- Updated candidates' information on company's internal system.

## EDUCATION

Centennial College

2022 – 2023

Diploma in Software Engineering Technician

Humber College Institute of Technology and Advanced Learning

2017 – 2019

Post Graduate Certificate in Global Business Management

Foreign Trade University (Hanoi, Vietnam)

2012 – 2016

Bachelor of International Business Economics