



STÉPHANE GENY

BUSINESS DEVELOPMENT & PROJECTS MANAGER

CONTACT



stephanegeny.lr@gmail.com



+84 588285695



www.linkedin.com/in/stephane-geny



41- 43 Nguyen Thi Thap, Tan Phu
Ward, District 7 Ho Chi Minh City

EDUCATION

120-Hour TESOL/TEFL
Certificate, 2020

Metz French Business Institute
Bachelor in HR, Law &
Management, 2018

Nancy University
DEG in Economy &
Management, 2017

French Mother Tongue
English Fluent
Spanish Intermediate

Reallocate To Vietnam

FEBRUARY 2020 UNTIL NOW

Freelance - Copy Writing Projects
English Teacher

ING Bank Luxembourg Business Management Project & Logistics Manager - Financial & Facility Department

NOV 2018 - JAN 2020

- Real Estate, Business Management and Marketing Organization (B2B). Rearrangement of 3 agencies and opening of 2 new ones on the territory (worked with architects & engineers on security measures, blueprints, facades, furniture, logistics...)
- Handled the optimal working environment and business development with the "ING Delivery Project" for all the organization's staff members in the bank. Transformation of 80% of all teams and departments, helped to staff their new organizations for welcoming new tech/IT projects, 1 year
- Worked in close collaboration with the financial department to review contracts and data Analysis
- Organized the review of budget per departments
- Handled the "ING Zero Single Used Plastic" goal in collaboration with the marketing squad to reduce the use of plastic inside the bank' buildings, 6 months
- Managed presentations and trainings for security monitoring, Audit 4 months
- Manager of security and cleaning teams, recruitment and management, 6 months

ING Bank Luxembourg Human Resources Officer

FEB 2018 - JUL 2018 TRAINEE - AUG 2018 OCT 2018 OFFICER

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Managed presentations for project monitoring and audit
- Handled projects in order to increase qualitative recruitments and work environment, personally recruited 2 members of the HR department
- Maintained employee records according to policy and legal requirements
- Operated on daily administrative tasks

Randstad Human Resources Management Trainee

AUG 2017 - DEC 2017

- Customer care and business development
- Handled more than 350 interviews to fit the requests of clients, B2B
- Organized recruitment events with the national "ADEM" to help people find a job, met more than 650 people

S K I L L S

- The ability to build relationships with different professionals to complete projects as intended
- Successful working in a team environment as well as independently
- The ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- The ability to be proactive and step back to see things from another perspective
- The ability to resolve problems and ensure that the project is on track as a negotiator
- The ability to manage a team, to guide professionals towards an effective path