



TRAN THAO NGUYEN

Human Resource Specialist/ Talent Acquisition

INFORMATIONS



0384354147



trthnguyen61@gmail.com



Hoang Thi Loan St., Danang City



<https://www.linkedin.com/in/nguyenthaotran61/>

EDUCATION

UNIVERSITY OF LABOUR & SOCIAL AFFAIRS (ULSA2) - HCMC

Bachelor of Human Resources Development

WORK EXPERIENCE

Mediastep



Mediastep Software & Stepmedia Software CO.,LTD

Talent Acquisition

6/2022 - Present

1. Recruitment (80%):

- Mainly in charge of recruiting IT positions : Software Engineer (ReactJS, VueJS, Angular/.NET, JAVA); Mobile Developer; DevOps; UX/UI Designer; Tester; Scrum Master; BA; etc.
- Supporting recruiting Back-Office positions : Account Manager; Marketing Manager; Business Development Senior/Leader; Digital Marketing; Media Producer; Customer Service; CEO's Assistant; etc.
- Implement the full cycle of the recruitment process: job posting, candidate sourcing, screening calls, coordination of test/ interview procedure, to organize orientation and training for new employees
- Build and maintain a strong network of IT professionals and passive candidates

2. Brand Development and Internal communication (20%)

- Design and create visual content (posters, images, videos) to promote employer brand activities.
- Draft offer letters or employment agreements and gather necessary documents from new hires.
- To manage administrative works (Labor Contract, business trip, working closely with Accountant team, etc.)



Giaohangtietkiem.,JSC

Human Resources Specialist

12/2021 - 5/2022

- Talent Acquisition: responsible for recruitment plan
- Supported the interview process (interview booking, contacting candidates, conducting candidate prequalification tests ...)
- Document Preparation: Draft offer letters or employment agreements and gather necessary documents from new hires.
- HR Support: Collaborate, support (C&B), and assist in tasks assigned by the HR Leader.
- Work closely under team leaders to catch-up with market trends and in areas of expertise.



- Took charge of Administration activities: recruited members and accountability activities.
- Support integration training for new employees
- Consolidate and update expenses monthly to direct report to director and accounting
- In charge of paperwork processing to suppliers such as supplier surveys, bidding, onboarding vendors, comparing quotes, payment, good receipt notes and tracking budget, ensuring project progress; be able to manage different suppliers/vendors
- Schedule appointments, update calendars, and make travel arrangements for managers
- Any other incurred requests from line manager/Department Heads/ Other departments

ACHIEVEMENT

Reach 100% - 120% KPI every month

- Top 1 HR Nationwide - September 2023
- Top 1 HR Nationwide - October 2023

ACTIVITIES

Facebook group founder :

6/2023

HỖ TRỢ TÌM VIỆC IT ĐÀ NẴNG LEVEL INTERN/FRESHER/JUNIOR/ MIDDLE/SENIOR (5k3 members)

<https://www.facebook.com/groups/hotrotimviecit>

LANGUES

Vietnamese (Native)
English (Intermediate)

SKILLS

Soft Skills

- ✦ Problem-solving
- Communication
- ⚙ Multitask

Technical Skills

- ✦ Good knowledge of Labor Law and Human Resources field
 - ◆ Technical Recruiting (for IT and Non-IT positions)
 - 📁 Social network
 - ◆ Writing and Content Creator
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