



CURRICULUM VITAE

PERSONAL DETAIL

Full name : TRUONG THI THANH THAO
Birthday : 16.06.1985
Marital status : Married
Place of birth : Nha Trang, Khanh Hoa
Address : 69 Phu Nong, Vinh Ngoc, Nha Trang, Khanh Hoa
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EDUCATIONS

- 2004-2008: Bachelor of Art at University of Economics & Law, National University, HCMC
- 07/2007 : Level A, B of Microsoft offices,
- 12/2007 : Level C of English
- 03/2009 : Toeic 680

WORK EXPERIENCE

- **07/2020 – 3/2022 : Agency Development of AIA VietNam**
Specialist in charge of Recruitment
 - Main responsibilities of recruiting new Agency for Exchange NhaTrang.
 - Preparing and updating job descriptions for all available and new positions and considering where jobs advertisement will be notified.
 - Carrying out the Panel Interview every week to select the suitable candidates.
 - Partner with Exchange team Head to build effective sourcing strategy, recruitment pipeline through network of potential candidates in the market, recruitment event & activity.
- **04/2014 – 06/2020 : Human Resource Department of Vinpearl NhaTrang**
Senior Recruitment Specialist

- Recruiting new employees including management level and executive level for each department and casual labor on Summer season and Tet Holiday..
- Preparing and updating job descriptions for all available and new positions and considering where jobs advertisement will be notified.
- Carrying out the whole recruitment process including: searching, selecting, interviewing and testing candidates
- Scheduling and cooperating with Department to interview and giving final selection then inform candidates
- Inputing successful candidates on database, compose Labor Contract for new employees.
- Building and maintaining the candidate database
- Other tasks from Manager.
- **03/ 2013 – 04/2014 : Business Department of Thai Binh Duong (Pad Group)**
Purchasing Executive
 - Finding potential suppliers, building and maintaining good relationship with existing suppliers,
 - Negotiating and agreeing contracts with the best price, high quality, time of delivery and reasonable payment terms.
 - Following the transport of goods and materials.
- **01/2011 – 12/ 2011: Business Department of Trung Tin Corp.**
Sale Admin
 - Supporting Sales Team in administration tasks
 - Assisting sales teams in preparing quotations, advertising events, Contracts....
 - Following the debt and remind when the payment is late.
 - Collecting, updating and Filing and customer's documents
 - Be responsible for all administration activities of Office.
- **01/2009 - 01/ 2011: Executive Search & Selection Department of Talentnet Corp.**
Recruitment Consultant
(Recruiting for Finance- Banking – Insurance – Real Estate Group)
 - Carrying out whole recruitment process including: searching, selecting, interviewing and testing candidates.
 - Developing news customers and maintaining good relationship with existing customers
 - Solving all complaints of clients and candidates.
 - Carrying out other tasks assigned by Team Leader.

SKILLS

- Good knowledge of Microsoft offices
- Able to adapt new environment

- Communicating with others people well & Employee training.
- Customer Service & Troubleshooting
- Can work under pressure