



THU NGUYEN

HR INTERN

ABOUT ME

As a final-year Law student at Ho Chi Minh City University of Law with a strong passion for the hospitality and hotel industry, I am seeking a Human Resources Internship. I aim to leverage my legal background and can-do attitude to support HR operations effectively, ensuring compliance and contributing to the exceptional service standards of the organization.

CONTACT

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 Ho Chi Minh City, Vietnam

EDUCATION

2022 – PRESENT
HO CHI MINH CITY UNIVERSITY OF LAW

SHORT-TERM GOAL

To secure an internship position in the human resources department at a reputable company to gain practical experience and enhance my knowledge in the field of human resources.

LONG-TERM GOAL

To strive to become an HR manager within 3 years, contributing to the sustainable and efficient development of the organization.

WORK EXPERIENCE

Service Staff

08/2022-12/2023

- Provided excellent customer service by promptly addressing customer requests and complaints, ensuring maximum satisfaction.
- Worked effectively in a team, maintaining clear communication and close cooperation in a fast-paced environment.
- Managed time efficiently, balancing multiple tasks while maintaining service quality.
- Trained and guided new employees on procedures, service standards, and customer handling techniques.

SKILLS

- **Communication:** Strong interpersonal skills, capable of communicating in both Vietnamese and English at a basic level in an international work environment.
- **Microsoft Office:** Proficient in Excel, PowerPoint, and Word for efficient office tasks.
- **Basic Design:** Familiar with design tools like Canva and Capcut, with basic design skills.
- **Labor Law Knowledge:** Understanding of basic labor regulations and policies.
- **Problem-Solving:** Resilient in facing challenges, with a demonstrated ability to identify problems and implement effective solutions under pressure.
- **Teamwork:** Enthusiastic, dynamic, and proactive with a can-do attitude; a results-driven individual who thrives in collaborative team settings.
- **Organizational Skills:** Detail-oriented, diligent, with strong time-management and task-tracking abilities.