



Dob

26/05/2003

Gender

Female

Phone

0866817864

Email

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Address

Hanoi - Vietnam

OBJECTIVE

As a final-year International Trade Law student, I am seeking a recruiter intern position to leverage my strong communication, organizational, and problem-solving skills in a fast-paced HR environment. In the short term, I aim to gain hands-on experience in talent acquisition, particularly within the IT industry, to develop my expertise in recruitment.

WORK EXPERIENCE

Hanoi Department of Civil Enforcement

07/2024 - 08/2024

Intern

- Research cases, investigate and analyze legal regulations, decrees, and circulars related to cases to assist in drafting civil enforcement decisions.
- Organize and store legal files and documents systematically.
- Receive and respond to public inquiries, providing support and guidance to citizens on the procedures for requesting civil enforcement.

Phi Space Workshop

05/2024 - 02/2025

Workshop Coordinator

- Communicate and support international clients throughout the Workshop, ensuring the best experience for them.
- Use English to guide, introduce the Workshop content, and address client inquiries.
- Manage Workshop activities, coordinating with team members to ensure smooth operations.

EDUCATION

University of Law - Vietnam National University

09/2021 - Now

Major: International Trade Law

ACTIVITIES & COURSES

HRCI Human Resource Associate Professional Certificate - Coursera

02/2025 - 02/2025

Talent Acquisition

- Gained overview knowledge of talent acquisition strategies, recruitment processes, and best practices in HR management.
- Developed expertise in sourcing, interviewing, and selecting candidates while understanding compliance, diversity, and inclusion in hiring.
- Learned about workforce planning, recruitment metrics, and the use of HR technologies to optimize talent acquisition.

Foreign Trade University

04/2024 - 05/2024

Short-term Certificate in Import-Export Business

- Acquired a comprehensive understanding of global trade, including import-export regulations, documentation, and logistics.

strategies and HR processes. In the long term, I aspire to grow into an HR professional, contributing to innovative workforce strategies and helping organizations build diverse, high-performing teams in the tech industry.

- Gained practical knowledge of customs procedures, international shipping, and trade compliance.
- Developed skills in negotiating with international suppliers, managing supply chains, and understanding the economic impact of global trade.

CERTIFICATIONS

English B2

2021

SKILLS

- Able to use English fluently (listening/speaking/reading)
- Proficient in office software: Word/Excel/PowerPoint
- Ability to proactively research and solve problems