TRAN HONG THAO VY

Recruitment Intern | Talent Acquisition Intern

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CAREER OBJECTIVE

Fourth-year Business Administration student with hands-on experience in Human Resources, particularly in recruitment. Experienced in sourcing, screening, communicating with, and coordinating candidates, with strong communication, teamwork, and organizational skills. Seeking a Recruitment Intern position in Talent Acquisition where I can apply my practical experience to support the end-to-end recruitment process while continuously developing my expertise in talent acquisition and contributing to building an effective workforce for the organization.

EDUCATION

University of Finance - Marketing (UFM), Ho Chi Minh City *2023 - Present*

Bachelor's Degree, General Business Administration | Partial English-Language Program

- GPA (most recent semester): 3.71/4.0
- Human Resource Management coursework grade: 8.1/10
- Member, CMA Communications Club
- Consistently served as team leader; strong teamwork skills, repeatedly leading the group to the highest scores in class

EXPERIENCE

Bandina Trading and Service Co., Ltd. *Jul 2025 - Apr 2026*

HR Intern (Hybrid)

- Built a KPI and commission-tracking spreadsheet for new employees, helping increase profitability for the company
- Sourced a mascot (brand character) designer for the company at a reasonable price and high quality; the mascot is now officially in use by the company
- Managed the booth area at offline events, coordinated staff shifts, and assigned tasks to sales staff (PG/PB/Sales); resolved on-site issues as they arose

Bandina Trading and Service Co., Ltd. *Jan 2025 - Jun 2025*

Assistant Project Management (Full-time)

- Contributed ideas to the company's physical album and merchandise production project; received official credit on products currently sold on the market
- Supported project budget planning, closely controlled cost structure (P&L), and conducted break-even analysis to maximize revenue and minimize financial risk, achieving 95% efficiency
- Built a network of contacts with artist management companies to gather information and coordinate project implementation

Bandina Trading and Service Co., Ltd. *Mar 2024 - Dec 2024*

Recruitment & Admin Intern (Hybrid)

- Recruited event-staff collaborators, reaching over 600 candidates within a 2-hour window
- Drafted and sent correspondence to partners and sponsors
- Managed and maintained records, documents, contracts, and travel/arrival paperwork
- Supported the organization of internal events, guest reception, and meeting-schedule coordination

Nguyen An Nam Co., Ltd *Aug 2026 - Present*

Recruitment Intern (Remote)

- Worked on mass recruitment for a headhunting company
- Posted over 30 recruitment posts across multiple social media platforms, sourcing an average of 10 candidate CVs per day
- Responded to candidate inquiries quickly, replying within 1-5 minutes even when handling many candidates at once, achieving 100% candidate satisfaction

LEADERSHIP & ACTIVITIES

Apollo Project (Non-Profit Organization) *Oct 2021 - Feb 2022*

HR Team Leader (Remote)

- Received directives from the Founder and Co-Founder
- Managed multiple departments and built a positive team-building culture
- Initiated and organized team-bonding activities
- Provided constructive, timely performance feedback to team members

VnExpress Marathon Sparkling Quy Nhon 2022 *2022*

Volunteer (On-site)

- Managed and operated race-kit distribution
- Performed quick, efficient packing and organizing of products for racers
- Adapted to outdoor environments and weather conditions (sun and rain)

SKILLS & CERTIFICATIONS

Skills: Teamwork and interpersonal skills; writing and document drafting; analytical, problem-solving, and issue-resolution skills; proficient with AI tools (Gemini Pro, Claude, etc.); proficient across multiple platforms (Facebook Groups, Threads, TikTok, Canva, CapCut, etc.)

Certifications: English Certificate: Aptis B2; Microsoft Office Specialist: Excel 950/1000, Word 875/1000; Gemini Academy Certificate; Gemini Certified Educator; Volunteer Companion Solar Energy Route, “Mùa Hè Xanh” (Green Summer) Campaign 2026