

Phan Dang Hoang Linh

Human Resources Specialist

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Profile

I am an ambitious and dedicated HR Specialist with a background in marketing management, recruitment, and human resources. I bring a diverse skill set and a commitment to long-term growth, along with excellent communication, problem-solving, and interpersonal skills. I am passionate about fostering a positive work environment and maximizing employee potential.

Education

Marketing Management Jul 2018 – Jul 2022
National Economics University, Hanoi

Employment

Associate Recruitment Consultant Jul 2022 – May 2023
PERSOLKELLY Vietnam, Hanoi

- Built and grew client portfolio through cold calling, identifying decision-makers, and persuasive communication.
- Identified growth areas for recruitment consulting through industry networking.
- She has advised clients on market conditions, business trends, and salary fluctuations affecting the industry sector.
- Maximized results by focusing on leads with revenue potential.
- Helped clients avoid hiring mistakes by proactively identifying problems during the recruitment process.
- Interpreted and explained human resources policies, standards, and regulations.
- Delivered exceptional customer service to bolster solid relationships and build positive experiences.

Human Resources Intern Mar 2022 – Jun 2022
Deloitte Vietnam, Hanoi

- Oversaw human resources reception and direct visitors to specific locations and personnel.
- Participated in HR projects and coordinated employee events.
- Assisted the HR team organize recognition events and engagement activities.
- Supported the Talent Acquisition team in the sourcing and recruitment process
- Drafted acceptance and rejection letters to applicants.
- Contributed to orientation and onboarding processes to assist new hires.

Personal details

Date of birth
February 3, 2000

Gender
Male

LinkedIn
linkedin.com/in/linh-phan-dang-hoang

Skills

Communication

Consulting

Recruiting

Internal Communications

Event Management

Languages

Vietnamese

English

Hobbies

- Psychology
- Music
- Spirituality

Digital Marketing Executive

Dec 2020 – Feb 2021

Somethingseventeen, Hanoi

- Planned and executed go-to-market strategies.
- Maximized reach by aligning campaigns with optimal channels.
- Wrote engaging verbiage for web pages, advertisements and direct mailings.
- Organized events and webinars for product and service promotion.
- Reported on results and recommended ways to improve future campaigns.
- Directly working with KOLs, Influencers to promote products, creating content for brand's TikTok
- Crafted marketing material and content in consistent tone and brand voice

Teaching Assistant

Jul 2019 – Dec 2020

British Council, Hanoi

- Conducted one-on-one and group tutoring to assist students with difficult lessons.
- Assisted instructor with in-class activities by grading assignments, tutoring and proctoring examinations.
- Protected confidential information, grades and test scores to comply with regulations.
- Performed multiple Admin tasks
- Enhanced class environment by creating attractive displays of teacher or student materials.

Certificates

7.0 IELTS

2017

Microsoft Excel 2013 – 905/1000

Microsoft Word 2013 – 982/1000