

EXECUTIVE SUMMARY

A **career practitioner** with 04 years of experience in career development, communication and education. A minimalist and resilient man who specializes in personal counseling, workshop organizing, and writing. A key opinion leader of career orientation among 50,000 young Vietnamese students following on blog.

FUNCTIONAL EXPERTISE

- **Personal & Group Counseling**
- **Facilitating Workshops & Events**
- **Writing Blog & Promotional Contents**
- **Job Search Techniques**
- **Public Relations**
- **Building Career Resources**

FUNCTIONAL EXPERTISE DEMONSTRATED

VIETNAM INSIGHT (HỒN VIỆT)

04/2018 – now

The pioneer in Vietnam operates in the field of applying psychological sciences in daily life and corporate.

Career Counselor

- Organize the [National Career Conference](#) for more than 130 professionals around Vietnam.
- Counsel 3-5 students and parents weekly in person or in-group to solve problems of major choice, job choice, job search, generation gap, motivated skills and others.
- Organize employability and job search techniques workshops monthly for about 20 students.
- Support training career-counseling skills for teachers, human resource staff and coaches, about 100 students annually.
- Write career-related contents for students and parents on social media and write guidebooks of *metaphor techniques* and *case examples* for Vietnamese career practitioners.
- Build and manage database of 2,500 career counselors, students and parents in Vietnam.
- Facilitate career counseling supervision in-group and in-pair to support Vietnamese career counselors to improve their personal counseling skills.
- Support developing career resources, which are a personality test for Vietnamese and a job bank.

FREELANCE CAREER COUNSELOR

08/2017 – 03/2018

Career Counselor

- Wrote 02 best-seller books with 6000 copies about [Job Search Strategy](#) and [Online Personal Branding](#).
- Wrote 300 articles about career and personal development on blog [anhtuanle.com](#), attracted more than 4000 viewers daily, 2 millions visitors in total.
- Trained [30 workshops](#) about job search strategies to more than 1,500 students of Vietnamese universities such as RMIT, Foreign Trade University, Vietnam National University, etc.
- Provided personal career counseling to nearly 300 customers.

RMIT UNIVERSITY / RMIT CONNECT

11/2016 – 07/2017

The first point of contact where 5000 RMIT students can access support for questions or problems.

Communication Coordinator

- Managed all communication channels of [RMIT Connect](#) to students including Facebook page 2000 fans, Student & Staff Intranet to 5000 students and over 100 staff, Email and official RMIT websites.

- Trained student clubs of job search strategies including writing CV and interview preparation.

UNESCO CENTRE OF CONSULTING AND INTERNATIONAL COMMUNICATION

01/2016 – 09/2016

A social organization operating in the field of educational and communication consultancy.

Career Development Coordinator

- Provided personal counseling of career orientation, job search techniques to about 200 students.
- Organized university tours of job search strategies to 20 universities, attracted 2000 students.
- Founded and wrote for *8morning.com*, a career website for students that attracted more than 01 million visitors and was [featured on news](#).

RMIT CAREER DEVELOPMENT AND EMPLOYMENT

02/2015 – 06/2015

Provides a comprehensive career development and employment service for 5,000 students.

Career Coordinator Intern

- Shared with students and parents experience at RMIT and exchange program to Melbourne.
- Coordinated to organize Internship 2 Information Sessions for last year students.
- Managed all communication channels such as [Facebook page](#) of 5,000 fans, staff intranet.
- Organized the showcase 'Human of RMIT' to promote [Career Week 2015](#).
- Supported implementing the [Mentoring Program](#) and [Networking Event](#).

VOLUNTEERISM

[RMIT Student Engagement Support Group](#) – Communication Leader: Organize activities to support RMIT students like Orientation Day, Graduation Day, Open Day, Thank You Party. (2013 - 2014)

[RMIT Student Ambassador](#) – Media Leader: Organize university tours and promotional activities to introduce RMIT to potential high school students. (2014)

OTHER PROJECTS

[Lua Thien Nhan Movie](#) – Manager of Hanoi Branch: In 3 months, was in charge in publishing the movie to publics, sold more than 15,000 tickets, generated revenue of 1 billion Vietnam Dong, made the movie became the one of the best seller in documentary film genre. (2015)

EDUCATION

[Bachelor of Professional Communication](#). RMIT University (GPA 3.23, Graduated in 2015)

[Certificate of Career Counselor](#). Vietnam Insight (2018)

OTHER RELEVANT INFORMATION

Languages: English (Advanced), Spanish (Basic)

Computer skills: MS Office, Google Application, Trello, Slack