

## Julie DO

## Languages skills

French (*willing to relocate*)

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**French:** Mother tongue



**Vietnamese:** Second mother tongue



**English:** Fluent, C1 level (TOEIC 2018: 895/990)



**Italian:** Intermediary, A2 level



**Spanish:** Beginner, language courses ongoing

University student with a passion for HR seeking for an internship opportunity Strong interpersonal, communication and organization skills. Positive, people-oriented, detail-oriented, flexible team player

## Competences

- **Human resources:** Talent acquisition, shared services, international mobility and HR marketing
- **Accounting:** Entry for sales and purchases.
- **Marketing:** Updating the website, creation of sales brochure (commercial and internal)
- **Logistic:** Organization of travel abroad, requesting visas
- **Quality:** Creation and implementation of ISO procedures, corrective actions to study improvement.

## Education

- January 2018 - May 2018: **BOONE North Carolina (USA) Appalachian University** – Spring semester **Master of Business Administration focus on Human Resources**
- September 2017 – December 2017 *ongoing*: **ANGERS (France) University** – **Master degree International Human Resources Management**
- 2016 - 2017: FMP Formation LAUSANNE (Switzerland)– **Human Resources Swiss Certificate**
- 2015: **IPAC ANNECY (France)** - **Bachelor Human Resources management**

## Experience

- **01/04/2017 – 31/08/2017 – Nestle HQ, Vevey (Switzerland) –Talent Acquisition Coordinator**  
*Recruitment Project of 400 positions for the worldwide Nestrade Procurement Division (Switzerland, Panama, Malaysia) – Nestlé Procurement Acceleration 2.0 project*



Nestlé

- Organizing, coordinating and conducting recruitment interviews
- Ensuring the editing/publishing of job posts, pre-screening, personality/cognitive assessments and reference checks
- Communicating and corresponding with all parties involved in the recruitment process (hiring managers, HRBP's etc.)
- Took part in the efficient reporting, analytics and administrative follow-up of all recruitment activity
- Managing candidate feedback post-interview and elaborating HR reports

- **12/09/2016 – 31/03/2017 – Nestle HQ, Vevey (Switzerland) – Junior Transfer Partner – International Mobility**



Nestlé

- Developing compensation package proposals for employees transferred to Switzerland. Providing comprehensive information to the future assignee on conditions and on international mobility company policies
- Coordinating the administrative transfer in a timely manner with external providers & internal stakeholders
- Maintaining and share expertise on international mobility with internal stakeholders (HRBP, C&B)
- Issuing employment letter (change of conditions, extension, localization, resignations, dismissal) & Provisional letter for working permit

▪ **09/05/2016 – 11/09/2016 – Nestle HQ, Vevey (Switzerland)– Recruitment Coordinator**



- Organizing, coordinating interviews and recruitment sessions for internal & external candidates (Packaging, IS/IT-Telecommunication & Filling packing equipment categories)
- Ensuring the editing/publishing of job posts, prescreening, personality/cognitive assessments and reference checks
- CV screening and phone screening
- Supporting recruiters in top talent sourcing and networking
- Onboarding of newcomers in Team base in Switzerland, Panama and Malaysia.

▪ **01/03/2016 – 06/05/2016 –International Committee of Red Cross HQ, Geneva (Switzerland) – HR Administrator – Talent acquisition**



*Humanitarian institution mandate to protect victims of international and internal armed conflicts. Such victims include war wounded, prisoners, refugees, civilians, and other non-combatants. The ICRC's international staff are assisted in their work by some 13,000 national employees hired in the countries where the delegations are based.*

- Working closely with the recruiters, publishing job campaigns
- Managing interview process for the field positions
- Coordinating the interview between the ICRC recruitment unit, the candidates and different delegations all over the world.

▪ **22/12/2015 – 29/02/2016 –International Federation of Red Cross HQ, Geneva (Switzerland) – HR Business Partnering & shared service Assistant**



*Humanitarian institution mandate to protect human life and health, to ensure respect for all human beings, and to prevent and alleviate human suffering.*

- Providing support and participating in the recruitment process from posting job ads. to the first interview
- Supporting the HR team in the organizational restructuring
- Supporting the HR team and the HR Director with various administrative tasks

▪ **01/09/2014 – 31/08/2015 – European Organization for Nuclear Research, Meyrin (Switzerland) – Shared Service HR Assistant**



*European research organization that operates the largest particle physics laboratory in the world, with 2,500 scientific, technical, and administrative staff members, and hosted about 12,000 users.*

- In charge of newcomer's induction program (French / English) and administrative support for international staff
- Collaborating with local authorities - Swiss Mission, French Ministry of Foreign Affairs, French Consulate

▪ **11/10/2012 – 31/08/2014 – ACTINI SAS HQ, Maxilly (France) – Executive Assistant (Sandwich course)**



*Actini SAS, a French company, designing, manufacturing and commercialization of continuous pasteurizing and sterilizing equipment to treat liquid products, with 75 experts in Fluid Mechanics, Thermal Engineering, Electrical Engineering, Automation.*

Seasonal Work (Saturdays 2013–2014) **INDITEX Group** (*Zara, Bershka*) Geneva (Switzerland) –

### Auxiliary sales

**INDITEX**

*Inditex, the biggest fashion spanish group in the world, operates over 7,200 stores in 93 markets worldwide. The company's flagship store is Zara.*



- **Student job (2013 –2014) – HILTON Hotel, Evian (France) – Animator**  
*Hilton Hotels & Resorts is a global brand of full-service hotels and resorts.*

### IT Tools/Software

- Computers: Word, Excel, PowerPoint, Outlook and Lotus
- Others: CEGID, Access, GANTT, Oracle, Overview, HRT and SAP
- HR: ERT, Lumese, People net, Taleo and LinkedIn

### Personal Interest

- Sport Lover, particularly running (regularly) and Swimming (club).
- Geneva marathon volunteer
- Travelling, especially immersion trip.
- Reading

***References available upon request***