

CURRICULUM VITAE

Ms Tran Thi Lan Anh

Email: lananh208c@gmail.com

Mobile: 0904100190



PURPOSE

I am committed in pursuing and promoting a deep understanding and application of leadership and human resources management (HRM) - as a science and as an art. My areas of expertise and interest in training, facilitation and consultancy include:

- Empowerment of self and others
- Development of leadership competencies
- Talent identification and management
- Effective communication and team work
- Problem solving and decision making
- Human capital growth
- Conflict management
- Organizational culture and structure
- Change management

KEY ATTRIBUTES AND COMPETENCIES

- Integrity, visionary and strategic
- Committed to delivering quality and impact in my services
- More than 10 years of hands-on experience in human resource management
- Strong capabilities as a consultant, trainer, and team leader of HR reform projects
- Effective communicator in Vietnamese and English

KEY WORK EXPERIENCE AND ACHIEVEMENTS

In summary, I have a strong record of working and delivering services to international and Vietnamese-based organizations including:

- International organizations – Asian Development Bank, United Nations Development Programme
- Non-profit organizations – Action Aid Vietnam, Lux Development, SNV, GIZ [expand to full name].
- Government agencies in Vietnam – Ministry of Home Affairs, Ministry of Natural Resources and Environment
- Enterprises – T&C Consulting Company, Vietnamnet Newspaper, FPT

The consultancy services and roles involved many aspects of HRM: HR strategy & planning, performance management, organizational capacity assessment & development, organizational culture, change management, and job descriptions & competency development.

Key projects, roles and tasks engaged

HRM Specialist 04/2015 – 05/2017

Project: Implementation of Civil Service Reform Plan - Human Resource Management (HRM)

Lead organization: Asian Development Bank and Ministry of Home Affairs

- Developed training materials and facilitated capability building workshops
- Provided coaching for targeted ministries and provinces regarding job analysis and job description development
- Designed online training on methodologies and techniques for conducting job analysis and preparing job descriptions
- Conducted research and developed a proposal for leadership and management competency framework for public leaders in Vietnam
- Facilitated consultation meetings and validation workshops on the competency framework and performance management

Organizational Development Expert 2014 – 2016

Project: Institutional Capacity Assessment for the internationalization process in Action Aid Vietnam (three 2-month evaluation stages in three consecutive years)

Lead organization: Action Aid Vietnam (AAV)

- Designed research framework, indicators, and interview questionnaires
- Conducted interviews, focus group discussions and other consultation meetings with related stakeholders (AAV, implementing partners, right holders)
- Conducted data analysis and developed an evaluation report

HRM Expert 05/2014 – 12/2014

Project: Identification of Job Position and Ranking Structure of Civil Servants of Bac Giang province under the umbrella project of Enhancing impact of ad-ministration reform in Bac Giang

Lead organization: United Nations Development Programme

- Developed hands-on tools to identify job position and ranking structure of civil servants, and competency dictionary for Bac Giang's civil servants system
- Facilitated training workshops and provided guidance and coaching for four piloting agencies of Bac Giang province
- Synthesized and communicated lessons learnt to sharpen the tools mentioned

HRM Expert 12/2012 – 05/2013

Project: TA-7118 VIE - Supporting Civil Service Reform - Human Resource Management policies through piloting system for job titles, job analyses, job description and specifications

Lead organization: Asian Development Bank

- Researched, developed and piloted the new approach of Job Analysis and Job Descriptions in the Ministry of Natural Resources and Environment (MONRE), Quang Ninh's Department of Home Affairs (DOHA), as a necessary step to manage the change
- Facilitated training workshops and seminars to build capabilities regarding identification of job descriptions and job ranking
- Developed guidelines and a manual for application by Ministry of Natural Resources and Environment (MONRE).

Team leader 03/2012 – 09/2012

Project: Technical Assistance for Institutional Strengthening and Project Management in Cao Bang Province under PROJECT VIE/029 – Developing business with the rural poor in Cao Bang
Lead organization: LUX Development

- Consulted Cao Bang's Provincial Project Management Team in developing organizational structure and position descriptions system.
- Conducted management training to enhance PPMU's management and teamwork skills.

Human Resources Manager 2007 – 2009

Vietnam Net Newspaper

- Implemented change to improve human resource activities and management.

Training Consultant 2006 – 2007

Regional Office for Asia of Netherlands Development Organisation (SNV).

- Provided consultancy services to the Regional Asia Office of SNV relating to training activities in the region and offices in countries (Vietnam, Laos, Bhutan, Nepal).

Training Manager 2000 – 2005

FPT Corporation

- Developed human resource and training system for the company.
- Design training programs for junior and middle managers
- Participate in designing competency based training programs

Consultant Trainer (freelance on request) 2005 – 2015

Clients: Internal Sunshine, Vinh Hung Trading, Prosland, Fishery enterprises

- Delivered management and soft skill courses

EDUCATION BACKGROUND

Master of Arts in Educational Management

2004 – 2005, Royal Melbourne Institute of Technology, Australia

Bachelor of Art in International Trade

1992 – 1997, Hanoi Foreign Trade University, Vietnam

Other Certificates include:

Leadership skills (V.V Giri National Labour Institute, India)

Communication and Management skills (FPT Corporation)

Presentation Skills (British Council)

Human Resource Management (Swinburne University, Australia)