




# Erlich NGUYEN

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Dynamic and energetic individual seeking a part-time position where I can use my strong organizational skills, attention to detail, and ability to multitask to support the smooth operation of the team or organization.

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## Skills and Highlights

- Customer Service
- Teamwork
- Interpersonal Skills
- Adaptability
- Intermediate Programmers (Python, HTML)
- MS Office and Power BI
- Time management and multitasking
- Finance Analysis

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## Experience

01/02/2023 – 26/06/2023

### Product Assistant– Part Time/ Bowlsome, Adelaide

- Measured and mixed ingredients according to recipes and ensured food quality by checking freshness of ingredients.
- Preparing and packing foods to ensure the quality of foods
- Maintained an organized inventory of ingredients and supplies, and followed safety and sanitation protocols
- Manage invoicing and order entry

21/01/2022 – 20/01/2023

### Service Staff – Part Time/ QViet Pty Ltd, Adelaide

- Engage customers by offering assistance with products and services
- Support team members to do work such as preparing and cooking food, inventory management, ordering supplies
- Fast-paced environment

11/2022 – 01/2023

### Fresher/ Visgrow Internship, Adelaide

- Testing and creation of website landing page using tools
- Market research and analysis
- Business analysis
- Improving the office software skills

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## Education

26/07/2021 - CURRENT

## **Bachelor of Business / Adelaide Institution of Higher Education**

Skills and Knowledge gained through the course including:

- Awareness of international business practices, including cultural differences, trade laws, and cross-border transactions
- Exposure to operations and supply chain management, including inventory management, quality control, and transportation
- Skill in accounting and financing, including capital budgeting, tax calculation, and company valuation.

27/04/2020 – 16/04/2021

## **Diploma of Business / Adelaide Institute of Business and Technology**

Skills and Knowledge gained through the course including:

- Study of business fundamentals, including entrepreneurship, finance, marketing, and management
- Ability to conduct business research and analysis, and present findings through reports and presentations
- Knowledge of accounting and finance, including financial statements, bookkeeping, accounting systems, and financial analysis and reporting, BAS.

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## **Activities and Projects**

### **Learning Language Programming and Software (Data Camp community)**

Language: Python - Data Manipulation, Analysis and Visualization.

Software: Microsoft Office, Power BI – Presentation, Xero, Chat GPT, etc.

### **Personal Blog Development**

Language: HTML, CSS, JavaScript – Frontend and Backend Practice

Blog link: <https://www.erlichng.com/>