

# Minh Duc Ha

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## **Education:**

Sunshine College Ardeer Campus: Year 7 (2012) - Year 10 (2015)

Sunshine College Senior Campus: Year 11 (2016) - Year 12 (2017)

RMIT University: Bachelor's Degree (2018) – Current

## **Programming Skills:**

- Java, HTML, CSS, JavaScript, PHP

## **Employment History:**

### **IGA Supa Morgans - 2015**

**Stock Control:** Rotated stock when needed, added and removed stock, and sorted out stock when required. Ensured current stock was facing the correct way and was positioned correctly.

**Cleaning Duties:** Cleaned aisle floors and employee-specific areas, cleaned spills from stock and dairy/frozen section.

**Customer Service:** Provided assistance to customers by guiding them to their required aisle and products and answered any inquiries customers had.

### **Rice Workshop Highpoint – (Current)**

**Front-End:** Take customer orders in a friendly manner and serve hot-bar, cold-bar, drinks and soft serves immediately. Had to be able to transition to middle when needed.

**Middle:** Create food orders immediately.

**Back-End:** Preparing ingredients, stocking up on garnishes / salads, end of day cleaning.

### **Volunteer Work:**

**Tutoring:** I had done tutoring for 3 primary school kids in 2017. I was responsible for teaching basic English and mathematics.

**Event Officer:** I am currently an event officer for the RMIT CSIT Society. I am responsible for general help with setting up events (such as acquiring necessary materials for specific events).