

# Linh Nguyen Le

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## HIGHLIGHTS OF QUALIFICATIONS

- Decent customer service and interpersonal skills
- Ability to take leadership role and coordinate different departments to meet the overall objectives. Can work well in a team environment
- Able to multi-task and communicate effectively
- Able to work for long hours with great efficiency
- Strong time-management skills and flexibility in schedule
- Responsible, dependable, and punctual

## EDUCATION

<b>Computer Programming and Analysis</b> Seneca College	Sept 2021 - Current
<b>Google IT Support Specialization</b> Coursera	Jun 2021 - Current
<b>IC3 Digital Literacy Certification</b> Certiport	Feb 2021 - Current

## WORK EXPERIENCE

<b>Crew member</b> Yummy Korean Restaurant	Sept 2021 – Jan 2022
<ul style="list-style-type: none"><li>• One of manager's favorite employees</li><li>• Worked in physical-demanding environment that required the ability to multitask</li><li>• Contacted many types of customers and other employees with different workstyle.</li><li>• Operated cash register when support is required</li><li>• Packed food in quick manner to deliver to customers</li><li>• Communicated effectively with staff members to increase productivity</li><li>• Made sure the customers have positive experience and feedback.</li></ul>	
<b>Seneca Student Ambassador</b> Seneca College	Sept 2021 – Current
<ul style="list-style-type: none"><li>• Greet student coming to Seneca college in a friendly manner</li><li>• Assist students check in when coming to the college</li><li>• Create a comfortable and welcoming environment</li><li>• Answer students' questions with good face-to-face and email communication</li><li>• Maintain good relationships with staffs and other students by always being friendly, polite, and approachable</li></ul>	

## OTHER EMPLOYMENT EXPERIENCE

English Teaching Assistant	SmartBE English Center	Sep 2020 – July 2021
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