


Marco Lo

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Driven and motivated to learn quickly, whilst having advanced computer proficiency and currently undergoing studies in Information Technology. Solid background in stressful settings, supporting team needs. Flexible and hardworking team player focused on boosting efficiency and performance with conscientious and detail-oriented approaches.



Skills

- Agile development methodologies  Excellent
- Interface design and implementation  Excellent
- Microsoft Office  Excellent
- Ruby coding language  Very Good
- Javascript language  Very Good
- Database  Very Good
- HTML/CSS  Very Good



Work History

2015-01 - Current

- **Sushi Artisan**
Sushi Sushi, Melbourne, Victoria
 - Disciplined and motivated staff to achieve challenging objectives in fast-paced culinary environments
 - Resolved challenging customer complaints to full satisfaction, promoting brand loyalty and maximising repeat business
 - Trained workers in every position, including food preparation, money handling and cleaning roles
 - Managed kitchen staff team of ~8 and assigned various stages of food production

2012-12 - 2013-02

- **Assistant**

2009-06 - 2010-07

Eastern Medicine Store, Hong Kong

- Developed cash handling skills
- Communicated efficiently with fellow workers in cantonese
- Worked resourcefully as part of a busy team
- Tracked expenses and documented records using a database

Team Member

Kmart, Brandon Park

- Contributed to team safety and productivity by removing safety hazards and keeping areas neat and well-stocked
- Completed skilled finishing work with excellent process knowledge and advanced manual dexterity
- Prevented store losses by leveraging awareness, attention to detail and integrity to identify and investigate concerns
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts

2019-08 - Current

2014-06 - 2018-01

2014-03 - 2015-02

2007-01 - 2012-02



Education

Diploma of Information Technology

Coder Academy - 8/120 Spencer St, Melbourne VIC

Bachelor of Arts: Bachelor of International Studies

Deakin University - 221 Burwood Hwy, Burwood VIC

Completed 20 credits towards a Bachelor's Degree in International Studies

- Majored in Chinese

Certificate III in Aged Care Certificate III in Home And Community Care

Chisholm Institute Of TAFE - 121 Stud Rd, Dandenong VIC

High School Degree

Glen Waverley Secondary College - O'sullivan Rd, Glen Waverley VIC



Interests

- Gymming
- Futsal
- Movies
- Video Games
- Travelling



Languages

- Fluent English and advanced level of knowledge of both, Mandarin and Cantonese.



Community Involvement



Red Shield Door Knock Appeal

- Raised funds for Red Shield Appeal 3 years in a row
- Collaborated with a partner to plan a door knock schedule

Volunteered Locations

- Salvation Army Op Shop
- Chinese Cancer Society