

[COLLIN LE]

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19538 Mill Point Road ▪ Boonsboro, MD 21713

EDUCATION

Hagerstown Community College
Computer Science Transfer Program

Expected: May 2024
GPA: 2.7

Boonsboro High School
10 Campus Ave, Boonsboro, MD 21713
High School Diploma

May 2022
GPA: 3.50

Towson University
8000 York Rd, Towson, MD 21252

GPA: 3.0

EXPERIENCE

Walmart
Cart Attendant

Hagerstown, MD
June 2021 – February 2022

- Collected unattended carts in the parking lot
- Provided assistance and communicated to customers of any inquiries
- Worked at least 20 hours a week

Amazon
Delivery Station Associate

- Organized packages, unkept production line, prepared for delivery drivers
- Develop teamwork skills, communication, and attention to detail
- Worked flexible hours, such as 11:50 p.m. - 11:50 a.m. on different days a week

Pho Viet Restaurant

Hagerstown, MD
February 2023 – August 2023

Server/Host

- Prepared supplies for the day
- Attending to customers, taking orders, and providing assistance with questions and concerns
- Developed customer service skills through hundreds of interactions on a daily basis
- Maintaining customer satisfaction during busy hours
- Training and managing new employees
- Worked 5 days a week
- Work hours consisted of 10:30 a.m. – 8:00 p.m.

WLR/The Auto Spa Express
Cashier/Courtesy Attendant

Hagerstown, MD
June 2024 – August 2024

- Maintaining a clean environment
- Cleaning carwash tunnel, windows, floors, walls, counter tops
- Pressure washing car mats for customers
- Attending to customer's questions and concerns
- Maintain parking lot, kept up with clean towels and trash

LEADERSHIP

Boonsboro High School Band – Saxophone Section Leader

August 2018 – May 2022

- Prepared music and sections to focus on
- Attended meetings for all section leader
- Connected and instructed students to develop their skills, technique and proficiency for their instrument and music

Pho Viet Restaurant – Management

- Lead new employees, trained new workers to be comfortable in work environment
- Ensure everything is cleaned, restocked, and well-kept

CERTIFICATIONS

Microsoft Word Certification

- Microsoft Word fundamentals that include the ability to perform numerous Microsoft Word tasks. Creating documents with detailed formatting, tables, lists, paragraphs, and sections.

Microsoft Excel Certification

- Microsoft Excel fundamentals that include the ability to create and manage worksheets and workbooks such as, creating cells with ranges, creating tables, the proper use of functions and formulas for calculations

SKILLS

HTML/CSS

- Developed web development skills through HTML and CSS
- Learned HTML and CSS through college but also self taught
- Developed a website for my colleague's father's company called RCC Landscaping (Not Available Anymore)

Python

- Learned the basics of Python
- Collaborated on a group project to create a Black Jack card game that utilized an algorithm to create an "artificial intelligence" brain that used common sense as a way to determine the computer's move in the game

Java

- Learned the basic and continuing to learn Java
- Developed basic games
- Developed Calculators and Tic-Tac-Toe

Decision Making/Customer Service/Public Speaking

- Remained calm under pressure to unsure that the customer's concerns were being received
- Have taken public speaking class which helped with anxiety when speaking to people or a larger group

Vietnamese

- Proficient in Vietnamese, able to have conversations in Vietnamese
- Used to help customers at Pho Viet Restaurant who were better spoken in Vietnamese