

Tonny Duong

Graduate Electrical & Electronic Engineer

Flat 1 Huntshaw House, Devon's Road, London, E3 3NR

Mobile: 074 904 77627

Email: tonny_duong@hotmail.co.uk

PERSONAL SUMMARY

I am a highly motivated and diligent engineering graduate who is seeking to transfer the knowledge that I have accumulated into software development.

Over the course of my education I have always strive to achieve the highest quality standard in everything I do and I am always eager to learn new skills in order to become a valuable asset for the people I work with. I am usually relied on to catch any mistakes made in other people's work and I am not afraid to ask questions if I feel that something is unclear.

I have a keen interest in programming and have used java to program a graphical user interface (GUI) as part of my independent project at my university. I have obtained a first degree as the grade for this project.

Potential career goal is to become a qualified Electrical and Electronic Engineer but I am very open to any related jobs involving IT, Software Development and/or Maths.

EDUCATIONAL QUALIFICATION

2013 – 2017 MEng (Hons) Electrical and Electronic Engineering (2:1)
University College London

2011 – 2013 St. Pauls Way Sixth Form
A Levels: Maths (A*) Chemistry (A)
Physics (B)
AS Level: Biology (C)

2006 – 2011 St. Paul's Way Trust School
GCSE: Triple Science (A) Maths (A)
English (B) ICT (A)
Drama (B) Citizenship (B)

RECENT WORK HISTORY

HC-One Mornington Hall Residential and Nursing Care Home

Office Admin/Receptionist Dec 2017 – June 2018

Worked on a full time basis, for around 40 hours per week, Monday to Friday (9am-5pm). Duties include:

- Answering incoming phone calls in a professional manner
- Greeting visitors and solving any queries they have
- Booking cabs and flowers for staff and residents
- Assisting other admins in checking payroll entries and invoices
- Writing up letters for manager, emails and minutes of meetings
- Sorting, delivering and posting letters for staff and residents
- Photocopying and printing documents/forms for staff
- Filing resident's documents and archiving old records for storage
- In charge of distributing payslips to staff
- Key holder for stationary cupboards and storage rooms.

PERSONAL SKILLS

Problem-solver
Attention to detail
Goal orientated
Good time management
Dependable
Team player

AREAS OF EXPERTISE

Electronic Circuits
Circuit analysis
Digital Design
Mathematics
Programming

PROFESSIONAL SKILLS

Level 1 Award –

- Introduction to Customer Service,
- Employability Skills
- Personal and Social Skills

Level 2 Award –

- Food Safety
- Emergency Health & Safety First Aid at Work
- Silver Arts Leadership
- Silver Arts Practice

Other certificates–

- Multiple certificates for 100% attendance at St. Paul's Way Trust School

HC-One Mornington Hall Residential and Nursing Care Home

Kitchen Assistant (Two week work experience) Nov 2017

- Involved working in a fast pace environment to complete tasks given verbally with immediate deadlines
- Uses constant communication and teamwork to co-ordinate completion of tasks
- Following safety procedures when dealing with foods and using kitchen equipment

INTERESTS AND HOBBIES

Currently I am independently learning Chinese – Cantonese in order to improve communication with people in my community. Thanks to the people I am close with I am able to make a continual steady progress in my learning.

I also regularly go to the local gym 1-2 times a week in order to improve my general health & fitness and have been committed for over 6 months since I've started.

REFERENCES

Available upon request