

# Amber Do

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## Availability:

Wednesday (7am – 12pm)

Friday + Weekends (7am – 15pm).

## SKILLS

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- Bilingual (Vietnamese + English)
- Attention to detail
- Communication
- Patient
- Collaboration

## EDUCATION

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### CANADIAN INTERNATIONAL SCHOOL (CIS)

2017 - 2019

Ho Chi Minh, Vietnam

- Actress in school's musical.
- Helped organize props for musicals.
- Helped in selling food for fundraising H4H on International Day.

### CHARLOTTETOWN RURAL HIGH SCHOOL

2019 - 2020

Charlottetown, PEI

- Participated in yearbook club; rearranged pictures and names orderly, designed layouts for yearbook.

**BURLINGTON CENTRAL HIGH SCHOOL****2020 - 2022**

Burlington, Ontario

- Participated in the yearbook club; initiated creative ideas for design layouts and pages, and took photos for graduating students.

**VOLUNTEER EXPERIENCE**

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**Server**

Jollibee

**2019**

Ho Chi Minh, Vietnam

- Received beverage orders from wait staff to deliver beverages to guests while keeping up with the orders.
- Cleaned up counters and removed trays to maintain a fresh and sanitized eating area.
- Make sure condiments and drinks are full stocked to keep service flowing smoothly

**CANADIAN INTERNATIONAL SCHOOL****2019**

- Helped in organizing and painting during the musical preparation
- Volunteered in dance performance for various events: Terry Fox, X-Mas, Tet Holiday
- Served as a student ambassador for welcoming new students and their families on open house

**Receptionist**

BC Nails

**2020**

Charlottetown, PEI

- Handled calls and orders to address customer's inquiries and concerns
- Worked with customers to understand needs and provide services
- Was acknowledged by staff to be diligent on work consistently

**CANADIAN VIETNAMESE ASSOCIATION ON PEI****2020**

Charlottetown, PEI

- Organized and hosted with the team for a Career Session helps teenagers to explore their skills and get advice from experts in the field.
- Designed posters for the Career Session to attract the audiences.

- Used Adobe apps to design marketing videos and posters for Happy Friday Program delivering 718 meals for medical staff on Prince Edward Island

## **CHARTWELL MARTHA'S LANDING RETIREMENT RESIDENCE**

**2021**

Burlington, Ontario

- Conducting one-on-one social visits with residents; engage residents in conversations by creating a relaxed environment.
- Coordinates with Lifestyle & Programs Manager to organize activities
- Actively seeking to host recreational activities for residents such as assisting residents with craft projects, calling a word game.

## **WORKING EXPERIENCE**

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### **Server**

Prince – Fresh Lunch Box.  
Charlottetown, PEI

**06/2022 to 09/2022**

- Invited customers into the restaurant in a friendly manner and seated them at appropriate tables.
- Instructed guests on menu specials, took food and beverage orders, and answered any questions which may have arisen.
- Prepped vegetables/ food/ sauces before service and executed beverages orders effectively
- Ensured quality service of up to 50 guests with no order mistakes during busy shifts.
- Maintained a clean and organized workplace both for diner and staff's uses
- Make sure condiments/ cutleries and drinks are full stocked to keep service flowing smoothly.

### **Daytime Chef**

Chartwell Martha's Landing Retirement Residence  
Burlington, Ontario

**09/2022 to 12/2022**

- Prepared the meal for breakfast, lunch service with pastry goods for the cafeteria for seniors.
- Followed specific recipes for seniors who required special preferences, including vegan, lactose free and those with medical conditions
- Known how to operate oven, grill and air fryer

- Washed and sanitized cooking utensils, equipment and kitchen environment effectively.
- Ability to organize and prioritize workload efficiently.