

ANDY HOANG

Brampton, ON
647-920-6630 | 23tdhoang@gmail.com

Motivated and willing to learn, with experience in administrative support, event coordination, and client support. Looking to further develop my skills in the IT sector.

JOB EXPERIENCE

PROGRAM DEPARTMENT ASSISTANT

York University | Toronto, ON

SEPT 2024 – APRIL 2025

Assisted students and faculty in the Department of Sociology with various tasks, such as booking rooms, coordinating services for events, responding to inquiries in person and over the phone, and editing a weekly newsletter for graduate students.

VOLUNTEER EXPERIENCE

POLITICAL SURVEYOR

Kamal Khera: Liberal Party of Canada | Brampton, ON

JULY 2021 – AUGUST 2021

I went door-to-door surveying residents on different topics, which helped me improve my communication skills and taught me how to manage and organize the survey results effectively.

EVENT ASSISTANT

Vietnamese Association Toronto | Mississauga, ON

NOVEMBER 2019 – JANUARY 2020

Helped customers with safety protocols at events, checking equipment like microphones to see if they work properly before use, and organizing name tags.

EDUCATION

ONTARIO HIGH SCHOOL DIPLOMA

Central Peel Secondary School

2018 - 2022

PURSUING BACHELOR OF ARTS, INFORMATION TECHNOLOGY (HONOURS)

York University

2022 - PRESENT

- Relevant coursework:
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SKILLS

- Schedule Planning
 - Communication
 - Working in a team or individually
 - Organizing and prioritizing tasks
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