

Condon, UK



## WORK EXPERIENCE

### IT Help Desk MUFG Bank

08/2017 - 08/2017

Ropemaker Place, 25 Ropemaker Street, London EC2Y 9AN

2 weeks work experience

Achievements/Tasks

- Get training on the ServiceNow Developer program.
- Using JavaScript building certain functionality according to the business needs.
- Customize application in the platform to ensure the system run smoothly.
- Administer the system and create custom applications.
- Worked with design team to create a new Unified Modelling Language (UML) to improve the current workflow.

# **Junior Administrator/ Receptionist**Bestgrade Tuition Centre

03/2015 - 01/2018

437 Cranbrook Rd, Ilford IG1 4UW

Achievements/Tasks

- Accounting work dealing with payments and bookings.
- Manage the tuition website.
- Manage stationary and orders.
- Printing and binding of reports.
- Meet and greet visitors, students and parents.
- Assisting admissions team and teachers, ensures all print outs and paperwork are up to date.
- Administration of student files.
- Answering, managing and directing calls/ emails in a high professional manner.

### **EDUCATION**

## Bachelor of Science in Computer Science and Multimedia

Queen Mary University of London

09/2017 - 07/2020

Second class (Upper division)

## BTEC Level 3 National Diploma in IT

Westminster Kingsway College

09/2015 - 07/2017 A\*A\*A\*

## **SKILLS**



## **TECHNICAL SKILLS**

#### **UML** diagram

 Class diagram, sequence diagram, state diagram and use case diagram

#### **Databases**

MvSQL

#### Programming languages

Java

#### Scripting languages

HTML, CSS, JavaScript, Ajax

#### Operating system

Linux, Window, MacOS

#### Others

• Figma, App Inventor 2, Visual Paradigm

## **ACHIEVEMENTS**

Been selected to visit Microsoft workshop, Royal Academy of Engineering and Google Coding Day event.

Represented at Business Breakfast for entrepreneur.

## **LANGUAGES**

English Full Professional Proficiency Vietnamese

Native or Bilingual Proficiency