

Loc Tan Phan  
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#### **EDUCATION:**

***Advanced Diploma; Falls Church High School, Falls Church, Virginia, 22042***

- ***Earned Advanced Diploma***
- ***Graduated with a 3.5 GPA 06/21***



#### **EXPERIENCE:**

***09/2019 - 11/2022: ( \$11/hour), KungFu Tea:***

***KungFu Tea cook, 20 hours per week***

Served as senior staff, Preparing ingredients and teas to serve customers.

- ***Details: Prepare ingredients and teas to serve customers, maintain kitchen areas clean and sanitized, maintain cooking equipment***
- ***Skills: Communications skills, Human interaction skills, multitasking skills, responsibility, Attention to detail, Mathematics Skills, and Time Management.***

***10/2021 - 11/2022: ( \$13/hour), Mathnasium:***

***Math Tutor, 8 hours per week***

Worked as a tutor, Helping students learn new materials and correct their mistakes.

- ***Details: 1 on 1 tutoring with each student, maintaining learning areas clean and sanitized, Explaining new materials step by steps, and helping when they are struggling***
- ***Skills: Communications skills, Human interaction skills, multitasking skills, responsibility, Attention to detail, Patience, Friendly Attitude with kids, Mathematics Skills, and Time Management.***

***12/2022 - Present: ( \$20/hour), Icode school:***

***CodingTutor, \_ hours per week***



#### **Awards, Certifications, and Published Works:**

- ***A-B honor rolls***
- ***Perfect attendance***
- ***Student of the month***



***Additional Skills: Communications skills, Human interaction skills, multitask skills, responsibility, Attention to detail, Mathematics skills, and Time Management.***