



CATHY TRUONG

 Cathy Truong

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 issuu.com/cathytruong2/docs/1portfolio

AWARDS

2014



Dean's List

2013



Principal's Scholar,
Student of the
Month



Colin Hood
OFSAA School
Sport Award

2012



Principal's Scholar

2011



5 Year Ontario
Volunteer Service
Award,
Scarborough-
Agincourt
Volunteer Service
Award

PROFILE

Ryerson's architectural science student who developed many architectural skills in a short period of eight months including five computer programs. Ability to work individually, and conducted inventory for over 500 items. In addition, guided and collaborated with a group of 40 students using teamwork to compile a successful yearbook. Hardworking and eager to pick up new skills, dedicates free-time to pursue further design and communicative activities.

EDUCATION

Ryerson University - Architectural Science

2017

Skills

AutoCAD



Adobe Illustrator



Revit



Adobe Photoshop



Rhinoceros



Adobe InDesign



HTML



CSS



PROFESSIONAL EXPERIENCE

Accounts Payables Clerk - Grand Touring Automobiles

2011-present

Processed cheques, invoices and vehicle purchases in an Automatic Data Processing (ADP) system increasing the overall productivity of the office
Conducted multiple inventory counts and corresponding data entries for over 500 items in an Automatic Data Processing (ADP) system in an accurate and quick manner
Aided co-workers by assisting customers in-person and by telephone at the reception desk when requested

EXTRACURRICULAR EXPERIENCE

Graphics and Marketing Coordinator - American Institute of Architecture Students at Ryerson 2013-present

Designed event and competition posters displayed on various social media, school grounds, and restaurants which encouraged successful participation by individuals
Contacted and informed local architecture firms to attend an anniversary event and recruited three firm principals to present
Initiated and led a weekly fundraising campaign that raised over 25% of current annual organization's funding

President of the Agincourt Yearbook Council - Agincourt Collegiate Institute

2012-2013

Designed and ensured themes, pages and goals that led to a cohesive yearbook
Recruited and led a team of 40 to compose the yearbook, ultimately receiving Student of the Month