

# Tran Ngoc Minh Le

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## PROFESSIONAL SUMMARY

A highly organized and hard-working individual looking forward for an entry-level within a constructive environment to gain valuable experience in Logistics and SCM industry. What I believe the most important when getting a job at the entry level is not a pay rate, but the invaluable experience I can earn from that job.

## WORK HISTORY

**EPC Health.** North Melbourne

*Administrative Assistant* | 06/2020 - 01/2023

- Assists doctors and physios with multiple roles in surgery administration support with hundreds of patients.
- Managing over 20 patients per day by taking messages and incoming calls.
- Handled client correspondence and tracked records to foster office efficiency.

**Miquo Bubble Tea**

*General assistant* | 11/2020 - 01/2023

- Establish a nice and warm working culture at the same time providing great customer service to increase sales.
- Restocked supplies and placed purchase orders with more than 100 SKUs to maintain adequate stock levels.
- Trained and mentored more than 10 new personnel hired to fulfill various roles.

**AMA English Center.** Ho Chi Minh

*Teaching assistant* | 11/2018 - 05/2019

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Tutored more than 200 students individually and in small groups to reinforce learning concepts.

## SKILLS

- Technician: Microsoft Word/ Excel/ PowerPoint, POS Systems, Blue chips System.
- Supplier Quotes
- Customer Inquiries
- Administrative Duties
- Beverage Service
- Resource Allocation
- Customer Satisfaction
- Workplace Restocking
- General Housekeeping
- Advising and Coaching

## EDUCATION

**RMIT University**

Melbourne, Australia,  
Australia  
12/2022

Bachelor of Logistics And  
Supply Chain Management:  
Chain Management

- GPA: 2.94/4.0

**Gia Dinh High School**

Ho Chi Minh  
07/2018

High School Diploma

- Year 12's GPA: 9.2/10

## LANGUAGES

**Vietnamese:** Native language

**English:**  B2

## ***RELEVANT EXPERIENCE***

### **Procurement Management and Global Sourcing**

The Old Coffee Saigon (University Assignment)

Responsibilities:

- Analyze procurement process of small enterprise based in Melbourne.
- Align theories and apply appropriate methods in the integration of procurement management.

Achievements:

- Build strong relationship with at least 3 employers in firm
- Explore valuable source of information in importing/ exporting and distributing coffee process in Australia.
- [Procurement-Assessment-Task-2.pdf.download](#)