

Cathy Le

cathyle211@gmail.com

301-642-9711 • Laurel, MD

EDUCATION

Parkdale High School, Diploma

Riverdale, MD

Prince George's Community College, Associates of Arts

Largo, MD

GPA - 3.5

University of Maryland, Bachelor of Architecture

August 2023 – present

College Park, MD

SKILLS

Microsoft Office Tools

Powerpoint, Word, Excel,
Forms

Google Tools

Documents, Slides, Sheets,
Drive, Mail

Team Collaborations

Bilingual

Vietnamese, English

Customer Satisfaction

Social Media

Facebook, Twitter, Instagram,
Tiktok

Graphic Design

Adobe: Photoshop, Sketchup,
Illustrator, Indesign.
Canvas, Sketchup, Rhino,
Revit.

Model Craftsmanship

PROFESSIONAL EXPERIENCE

Marshalls, Cashier

Hyattsville, MD

- Provided exceptional customer service.
- Demonstrated knowledge of technology, including cash registers and point-of-sale systems.
- Ensured the store remained clean throughout, maintaining an organized shopping environment.

Synergy Physical Therapy, Physical Therapist Technician

Fulton, MD

- Demonstrated how to perform exercises for patients.
- Scanned and checked medical documents.
- Utilized knowledge of Google tools like Excel for data management.
- Maintained cleanliness in the workplace.
- Communicated clearly to PTs, co-workers, and patients.

Club Pilates, Sale Representative and Assistant Manager

Laurel, MD

- Assisted in developing sales strategies to achieve and exceed sales targets, contributing to a 50% increase in sales revenue for July 2024.
- Conducted regular performance reviews for the sales team to enhance their sales techniques and customer service skills.
- Tracked sales performance metrics, identifying trends and areas for improvement.
- Managed inventory levels to ensure the availability of high-demand products.

INTERESTS

Travel • Interior Design •
Architecture • Photography