



## Personal Information

FULL NAME	<b>Duy Duong Le</b>
ADDRESS	94 Rameau Drive, Toronto, North York, ON, M2H 1T9
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DATE OF BIRTH	November 02, 1996
GENDER	Male

## Work Experience

DATES	March 2020 - December 2022
POSITION	<b>Sausage Production Staff</b>
RESPONSIBILITIES	<ul style="list-style-type: none"><li>- Oversee production operations on assigned shift</li><li>- Prepare work schedules to ensure efficient operations</li><li>- Maintain knowledge of processes and equipment</li><li>- Ensure that products are identified, weighed and warehoused correctly</li><li>- Troubleshoot issues that arise</li><li>- Notify maintenance department of equipment problems</li><li>- Ensure that workers comply with applicable safety regulations, policies and procedures</li><li>- Perform other related duties as assigned</li></ul>
EMPLOYER/ ADDRESS	<i>Food Processing Plant Hanoi, C.P Vietnam Corporation, Hanoi, Vietnam</i>
DATES	August 2019 - February 2020
POSITION	<b>Quality Assurance Staff (QA Staff)</b>
RESPONSIBILITIES	<ul style="list-style-type: none"><li>- Ensure that standards and safety regulations are observed</li><li>- Address and discuss issues and proposed solutions on the production line with supervisors</li><li>- Document quality assurance activities and create audit reports</li><li>- Create training materials and operating manuals</li><li>- Receive complaints from the market and find the causes of abnormal products</li></ul>
EMPLOYER/ ADDRESS	<i>Bong Sen Factory, Nestle Vietnam Limited, Hung Yen, Vietnam</i>
DATES	April 2019 - May 2019
POSITION	<b>Internship</b>

<b>RESPONSIBILITIES</b>	Conduct research about the beer production line and work with managers of each department to develop the whole production in the factory.
<b>EMPLOYER/ ADDRESS</b>	<i>Saigon Beer-Alcohol-Beverage Joint Stock Corporation, Ha Noi, Vietnam</i>
<b>DATES</b>	June 2018 - July 2018
<b>POSITION</b>	<b>Internship</b>
<b>RESPONSIBILITIES</b>	Manage, monitor the alcohol production line in the factory
<b>EMPLOYER/ ADDRESS</b>	<i>Aroma Beer-Alcohol-Beverage Joint Stock Corporation, Hung Yen, Vietnam</i>

## Education and Training

<b>DATES</b>	2023 January - Present
<b>MAJOR</b>	Computer Programming and Analysis
<b>FACULTY</b>	<b>Faculty of Information Technology</b>
<b>INSTITUTION</b>	Seneca College Newnham Campus, Toronto, ON
<b>DATES</b>	2014 - 2019
<b>QUALIFICATION AWARDED</b>	Bachelor of Food Engineering
<b>FACULTY</b>	<b>Faculty of Biology and Food Technology</b>
<b>INSTITUTION</b>	Hanoi University of Science and Technology

## Skills and Competences

<b>LANGUAGE SPOKEN</b>	English, Vietnamese
<b>SOCIAL SKILLS</b>	Outstanding ability to build rapports, communicate, negotiate and work in groups/ organizations
<b>ORGANIZATIONAL SKILLS</b>	Effective time management, planning and collaboration
<b>COMPUTER SKILLS</b>	E-mail, Word Processing, Social Media, PowerPoint