

Le Bao Duy Nguyen

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PROFILE

Final-year Computer Science student with over 5 years of experience equipped with different expertise, ranging from education to business. A person that can wear many hats.

EDUCATION & QUALIFICATIONS

Swinburne University of Technology – Bachelor of Computer Science 2019 - Present

Double Major in Software Development/ Game Development

Wellington Secondary College - Victorian Certificate of Education 2016 – 2018

WORK EXPERIENCE

Junior Web Developer | PAI Studio, Melbourne

March 2021 - Present

Local business with the goal of providing tutoring service in the music industry.

- Design the UI/UX of the mobile application and conduct various user testing.
- Develop and maintain online website using cloud-based platform.
- Build the application using React and NodeJS while maintain a CI/CD environment.
- Actively work in an agile software development environment which utilizes the Scrum process.

Data Coordinator / Lead Data Analyst Assistant | IHS Global Alliance, Melbourne

April 2021 - Present

Multi-million-dollar Australian organization with sub-branches globally specializing in manufacturing and selling high-end furniture to the government and luxury hospitality properties.

- Manage large data projects (minimum of 5,000 records per worksheet), including workflow scheduling, data entry and accuracy verification.
- Sort, process and transfer compiled information from Microsoft Excel into Salesforce database, include the process of monitoring and sorting Salesforce records.

- Increased organization's work efficiency in data processing by 20% by creating different scripts and formulas in VBA Macro.
- Worked on several government contracts and multiple global luxury hospitality properties contracts that involves purchasing of large quantity of high-end furniture.

Project Planner / Web Developer | Virtual Marketplace, Melbourne/ Singapore/ UK

June 2020 – November 2020

e-Commerce store selling Australian-based with foreign partners. The idea was cancelled in November 2020 due to Covid-19 impacts.

- Designed and came up with technologies to be used in the project.
- Coordinated with team members in planning, developing, and organizing activities.
- Conducted multiple market research and planned the operation budget.

Administrator / Manager Assistant | Hoa Nghiem Language School, Melbourne

Oct 2017 - Present

Private educational institution associates with one of the biggest culture organization in Melbourne, The United Vietnamese Buddhist Congregation of South-Eastern Melbourne.

- Plan, direct and monitor instructional methods and content of educational, vocational and student activity's programs.
- Prepare and maintain attendance, activity, planning, accounting as well as personnel reports and records for the organization using Compass Education.
- Perform as accountant for school's related fees and student's tuition fee.
- Assist in organizing and planning multiple school's annual events, generating around AUD 5,000 per event.
- Increased customer base by 68% in 2021 following a series of dedicated campaigns and system improvements.
- In Progress: People Management App is currently in research and prototype is to be proposed to the school's board by the end of 2021.

SKILLS

Commercial Database Management Website

Compass Education, Salesforce

Adobe Creative Suite

Lightroom, Photoshop, XD

Microsoft Office

Excel, PowerPoint, Word

Version Control

Git

Tech Stack

HTML, CSS, React, React Redux, NodeJS, JavaScript, PHP, C, Java, Kotlin, Python, Ruby on Rails, SQL, JSON, Web API

Database Management Software

MySQL, Oracle, MongoDB, MariaDB

Others

Cisco Packet Tracer, Maya, Unity

CERTIFICATES

Cisco Certified Network Associate (July 2019 – Present)

First Aid (October 2020 – Present)

REFERENCES

Quoc Anh Tran | Vice Principal at Hoa Nghiem Language School | 0430 418 893

Ricky Phan | Production Operator at Aspen Pharma PTY LTD | 0416 051 530

Laura Williams | Director of Sales and Marketing at HappierCitizens |
laura.williams@happiercitizens.com

Yelena Kot | Data Analyst and Purchasing Manager at IHS Global Alliance | yelena@ihs-design.com