

Long Le

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SUMMARY

Enthusiastic student of business economics who enjoys learning new things and is interested in laws and regulations. Having worked for more than four years and interacting with thousands of people, I have mastered the ability to manage several tasks and jobs at once, stay flexible and adaptable under various conditions, maintain an open and amiable attitude, and enjoy taking on leadership and teamwork roles in the community and at school. Had to handle numerous challenges that called for quick thinking, which aided in developing problem-solving abilities and generating fresh concepts and inventions quickly.

WORK EXPERIENCE

Front Desk Agent | EOPS at Orange Coast College | October 2023 – August 2024

- Organized and managed more than hundreds of files and documents.
- Operated a multiline telephone system to receive incoming and facilitate outgoing calls.
- Took and delivered messages and routed calls to the appropriate department or staff member.
- Scheduled for more than thousands of meetings for students and counselors.
- Assisted students with basic needs for education, programs, and class recommendations.

Cashier, Waiter & Assistant Manager | Coffee Factory | December 2019 - February 2023

- Adaptable to a fast and intense environment that requires strong communication.
- More aware of the surrounding environment and managed better with time, plans, and people.
- Serviced more than thousands of customers and always practiced communication.
- Got to work and handled multiple jobs at the same time and place.

VOLUNTEER EXPERIENCE

Member | WAGS Pet Adoption | May 2024 – Present

- Sharing love and caring for the animals and their future with the public.
- Provided advice on which pet fits best for their unique family.

Assistant of President and Vice President | Universal Virtue Buddhist Charities | August 2017 – Present

- Assisted and worked in the planning and organization of events.
- Executed many events that were full with happiness and satisfaction.

EDUCATION

University of California, San Diego Expected Graduation June 2026

- Bachelor of Science: Business Economics

Orange Coast College, Costa Mesa, California Graduated June 2024

- Associate in Science: Business Administration
- Associate in Arts: Economics
- Associate in Arts: Liberal Arts
- Member of Alpha Beta Gamma, Mu Alpha Theta, Phi Theta Kappa, and VCSA

TECHNICAL SKILLS

- Microsoft Excel, Microsoft Word, and PowerPoint.
- Google Docs, Sheets, and Slides
- Canva and basic photo editing skills

LANGUAGES

- English with a professional working proficiency
- Vietnamese with a native or bilingual proficiency