

Andy Truong

27 Alyward Street
Toronto, Ontario, M6M 3L3
Cell phone: (647) 667-9520
Email: ndtrng@gmail.com

SUMMARY OF SKILLS AND ATTRIBUTES

- Possess strong learning, communication, and problem solving skills
- Hardworking, organized, and versatile individual who always achieve results
- Proficient knowledge of Microsoft Office Programs such as Microsoft Word, Microsoft Excel, Microsoft SQL, Microsoft PowerPoint

EDUCATION

Candidate for Bachelor of Commerce - *Ryerson University, ON* *September*
2014 - Present

- Enrollment in Business Technology Management
- Cumulative GPA of 3.2

Ontario Secondary School Diploma - *York Memorial Collegiate Institute, ON* *September*
2010 - June 2014

- Enrollment in Pre-Advanced Placement program, as well as the Advanced Placement program
- Completion of over 50 Hours of Community Service
- Cumulative average of 84%

WORK EXPERIENCE

Security Guard – *Northwest Security, ON* *August*
2015 – May 2016

- Carefully searched bags to prevent prohibited items from entering the premise
- Responsible for maintaining barricades for restricted areas
- Efficiently monitored an assigned location for abnormalities
- Developed the ability to work remarkably well under time constraints by allocating time towards specific tasks

Security Guard – *Contemporary Security Canada (Pan Am Games), ON* *July 2015*
- August 2015

- Consistently inspected bags and wanded guests for prohibited items
- Responsible for reporting incidences during patrols
- Provided exceptional customer service to ensure the comfort and enjoyment of guests
- Developed excellent communication skills by resolving guest problems

Push Cart & Cleaning Attendant – *Canadian National Exhibition, ON* *July 2014 -*

August 2014

- Responsible for independently keeping garbage cans, recycling bins, and compost bins empty
- Efficiently emptied waste and recycling into compactor rooms
- Cleansed and replenished equipment at the beginning and end of each shift
- Responsible for maintaining clean seats in the BMO stadium
- Developed cleaning and efficiency skills through repetitive cleaning tasks

****References Available Upon Request****