

Ngoc Linh Vu

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Education

University of Adelaide – Adelaide, SA

Expected Graduation: 2029

- Bachelor of Engineering (Electrical and Electronics)
- Awarded 30% tuition scholarship based on academic merit

Chu Van An High School – Vietnam

May 2021 – May 2024

- GPA: 9.6 (Grade 12)
- Cambridge A-Levels: A in Physics and Mathematics
- Actively participated in school events and extracurricular learning programs

Greenfield School – Vietnam

May 2019 – May 2021

- Awarded 30% high school scholarship after placing 3rd in a team debate and public speaking competition.

Skills

Languages: Vietnamese (Native), English (Fluent), Chinese (Conversational)

Productivity Tools: Microsoft Office (Excel, Word, PowerPoint), Google Workspace

Programming: Python, C/C++ , HTML

Experience

Intern – Barista Assistant, Tinh Hoa Coffee – Vietnam

March 2024 – November 2024

- Worked at a high-traffic local coffee shop during peak hours
- Responsible for beverage preparation, cleanliness, and supply management
- Maintained hygiene standards, restocked inventory, and supported customer service
- Ensured smooth daily operations and improved customer satisfaction
- Developed strong time management, customer service, and multitasking skills in a fast-paced environment.

Assistant HR Manager, TopCourse (Volunteer) – Vietnam

Jan 2021 – May 2024

- Volunteered with an online education platform promoting open courses
- Coordinated cross-department meetings and tracked project progress
- Assigned tasks, facilitated communication, and increased team productivity
- Supported marketing efforts and helped broaden the platform's outreach

Certificates

IELTS Academic – Overall Band Score: 7.5

International Driver's License

Python for Everybody Specialization – University of Michigan (Coursera)

Project Management Principles and Practices Specialization – University of California (Coursera)

Interests

Reading | Liverpool FC | Music | Sports