

Huu An Duc (Jack) Le

416-617-3686 | huuanduc@gmail.com | [linkedin.com/in/huu-an-duc-le](https://www.linkedin.com/in/huu-an-duc-le) | github.com/notjackl3

EDUCATION

University of Toronto

Bachelor of Science, Computer Science Specialist, GPA: 3.86

September 2024 – June 2028

Mississauga, Canada

British International School

International Baccalaureate (IB) Diploma, GPA: 3.85

September 2022 – June 2024

Ho Chi Minh, Vietnam

EXPERIENCE

Standard Operation Procedure Intern

TRG International

February 2025 – Present

Singapore (Remote)

- Standardized and formatted 10 Standard Operating Procedures (SOPs) across departments including Marketing, Human Resources, Sales, and Customer Support.
- Collaborated with department leads to clarify process flows and improve work consistency.
- Improved document readability by 40% based on internal feedback.
- Contributed to a 25% reduction in onboarding time for new hires.

Tutoring and Mentorship

University of Toronto, British International School

September 2022 – Present

Canada, Vietnam

- Conduct weekly tutoring sessions for first-year University of Toronto students in Computer Science, Mathematics.
- Previously delivered 1-on-1 tutoring for 5 IGCSE students, all achieving A grades in Mathematics.
- Instructed 30+ secondary students, resulting in an average 20% improvement in grades.
- Created tailored study materials and presentations, including self-edited videos, to simplify complex concepts.

Design Technology Ambassador

British International School

November 2022 - May 2024

Vietnam

- Facilitated 3 departmental welcoming events, introducing 150+ parents and students to Design Technology.
- Showcased engaging presentations and interactive 3D softwares, including aluminum die-casting activities.

Vice-president, Create and Care Club

British International School

September, 2022 – January, 2024

Vietnam

- Led a team of 8 to teach 40 local students how to create handmade products, such as clay models and accessories.
- Coordinated sales efforts at 3 seasonal events, engaging 2,000+ attendees and generating \$1,200 in revenue.

Content Creation and Video Editing

Freelance

May, 2020 – July, 2024

Vietnam

- Managed a YouTube channel with 14,000 members, 2.5 million viewers, with 4 years of video editing experience.
- Freelance work on 12 projects (event highlights, music videos and gaming contents) for 5 international clients.

PROJECTS

Youtube as a Service | *Python, Django, YouTube Data API, OpenCV, Numpy, HTML/CSS* April 2025 – Present

- Created a pipeline to compile files into Youtube videos, allowing unlimited storage space and lossless decoding.
- Developed a Django web app using the MVT architecture, utilizing HTML/CSS for user interface.
- Designed compression-tolerant algorithm, achieving 99.9% accurate bit-level file recovery.
- Implemented frame optimization, resolution tuning, and error correction for high-resolution files.

Resume Builder | *Python, PostgreSQL, Jinja2, PyQt5, OpenAI*

February 2025 – March 2025

- Built a Python command-line tool that analyzes job descriptions, extracts keywords to enhances resumes.
- Increased keyword match rate by 40% in applicant tracking systems (ATS).
- Used Jinja2 to generate customized LaTeX resume templates with content tailored to job specifications.
- Implemented a PostgreSQL database to manage job listings, resumes, and user data.

TECHNICAL SKILLS

Languages: Python, C#, SQL (Postgres), JavaScript, HTML/CSS

Technologies: Django, Flask, AWS, Git, Tailwind, Google Cloud Platform

Libraries: OpenCV, PIL, Numpy, Psycpg2, Sqlalchemy, Jinja2, OpenAI, Pandas, Matplotlib