

# Huu An Duc (Jack) Le

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## 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.
- Collaborate with department leads to clarify process flows and improve work consistency.
- Improve document readability by 40% based on internal feedback.
- Contribute 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 workshops.

### 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