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# ALAN HUANG

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## EDUCATION

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<b>B. Engineering (Honours) / B. Commerce   <i>Monash University</i></b>	2020 – 2024
<b>Years 9 to 12 (HSC)   <i>The Scots School Albury</i></b>	2016 – 2019
<b>Years 7 to 8   <i>Albury High School</i></b>	2014 – 2015

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## WORK EXPERIENCE

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<b>Team Member   <i>Beechworth Bakery, Albury</i></b>	2018 – 2019
<ul style="list-style-type: none"><li>• Responsible for taking customer orders and serving customers, developing customer service and communication skills.</li><li>• Assisted in back-end tasks, including cleaning dishes and taking stock, improving my teamwork and organisational skills.</li></ul>	
<b>Team Member   <i>Carv'n It Up, Albury</i></b>	2017 – 2018
<ul style="list-style-type: none"><li>• Responsible for taking customer orders and food preparation, developing customer service and communication skills.</li><li>• Cleaned dishes and assisted in restocking meat, demonstrating ability to complete tasks quickly and efficiently.</li></ul>	
<b>Team Member   <i>Coles Burwood East (active)</i></b>	2021 – current
<ul style="list-style-type: none"><li>• Use my customer service skills at the cashier.</li><li>• Helped people sign COVID check manually by taking their details using an iPad.</li></ul>	

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## COMMUNITY AND OTHER INVOLVEMENT

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<b>Monash OXFAM Post card writing event for terminally ill Children</b>	2021
<b>Scots School Orchestra Member</b>	2016 – 2019
<b>Scots School Basketball Team Member</b>	2018 – 2019
<b>Scots School Senior Choir</b>	2019
<b>Scots School Tennis Team Member</b>	2018 – 2019

- Organised matches, had to communicate with team members to know their availability in order to create a roster for each week improving my leadership skills.

**Albury Rural Fire Service Volunteer** 2019

- Assisted in compiling food rescue packages to be delivered to bushfire victims in affected regions, strengthening my teamwork and communication skills.

**Federal Election Polling Volunteer** 2019

**Salvation Army Donation Collection Volunteer** 2019

- Participated in door-knocking to raise money for the Salvation Army with a group of volunteers, refining my teamwork and communication skills.

**Relay for Life Fundraiser Participant** 2017

- Sought sponsorships from friends and family to raise money for cancer.

## KEY ACHIEVEMENTS

**Scots School Sports Ambassador** 2017 – 2018

- Scheduled open practice tennis events to encourage students to join the school tennis team, improving my time management and organisation skills.
- Conducted speeches and announcements during assembly, improving my public speaking and communication skills.

**Tennis Captain** 2017

- Co-ordinated weekly match schedules, refining my communication, teamwork and leadership skills.

**Bronze Colours – Music** 2019

**Bronze Colours – Basketball** 2019

## PERSONAL INTERESTS

Tennis | Basketball | Music | Software Engineering

## REFEREES

ZhenQuan Li  
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Lyn Zhang  
Teacher | Wodonga Senior Secondary  
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