

Hoang Minh Quach

Contact

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Key Skills

Google G-Suite

Teamwork

Customer Service

Time Management

Communication

Point of Sales systems

Vietnamese

Carrying Weights

Education

Citadel High School
Sept. 2019 – June 2022
(expected)

Objective

Young, creative and hardworking individual who is forward thinking and quick to learn. Spearheaded multiple successful projects and proficient in drafting documents and communications.

Experience

May 2020 – January 2021

Manager | Janices Custom Tailoring

- Oversaw all daily operations. Including hiring and management of employees, production and distribution of goods and public image.
- Proposed, designed and launched the highly successful online store.
- Created partnerships with businesses that reduced the costs of production by 30%.
- Assisted customers with questions and concerns
- Conducted successful marketing campaigns increasing store interactions by 70%
- Created, reviewed and improved shop policies
- Improved efficiency by 20% by introducing fulfillment services such as Ship station.

September 2018 - Present

Secretary | CISV Halifax Junior Board Executive

- Recorded and distributed minutes of bi-weekly meetings
- Updated monthly newsletter.
- Liaise with other members for merchandise updates
- Reviewed and updated important forms regularly.
- Ran CISV Halifax's Instagram page until 2022

October 2021 – April 2022

Head Coach | Halifax Hurricanes Basketball

- Planned practice agenda
- Maintained a consistent communication line between officials, parents, players and other teams.
- Kept a positive, sportsmanlike and enthusiastic attitude during victories and defeats
- Thought of out-of-the-box solutions to solve problems arisen during games
- Strived to draw the strengths out of players and mitigate their weaknesses

Achievements & Hobbies

- 2020 Adventure in Citizenship award – Rotary Club of Halifax Harbourside
- Varsity Soccer & Football – Citadel High School
- Flight Sergeant – 615 Bluenose Royal Canadian Air Cadets