# CONTACT

350 Victoria Street

+1(647) -123-1234

[thomas.le@torontomu.ca](mailto:thomas.le@torontomu.cac)

[www.linkedin.com/in/thnl/](http://www.linkedin.com/in/thnl/)

# EDUCATION

**Bachelor of Commerce**

### Toronto Metropolitan University (September 2021 – Present)

**OSSD**

### Northern Secondary School

**Skills**

Organization

Problem Resolution

Planning and Coordination

Inventory Management

Diligent

Quick-Learner

Persistent

**Expertise**

Microsoft Office

Power BI

Python Programming

Smart Serve Certification

SQL

Tableau

Limited Vietnamese

# PROFILE

I am a keen and hardworking business technology management student seeking an opportunity with a progressive organization. I have a strong sense of responsibility and duty of care as demonstrated from my previous experience. I believe in emotional intelligence and building strong relationships with others.

# EXPERIENCE

### Produce Clerk, Loblaws, July 2021 - Present

Stocked and maintained shelf products. Provided product guidance and recommendation to customers.

### Salesman, Home Hardware, July 2018 - March 2019

Applied product knowledge to address customer needs and concerns. Provided recommendations and in-store product offerings. Maintained product displays and confirmed accurate product pricing.

### Altar Server, St. Clare of Assisi Parish, October 2014 - June 2018

Supported administrative tasks and assisted the pastor during the Mass celebration. Led and trained other alter servers.

### Project Helper, Maximilian Family Fund, Summer 2018

Construction support at the St. Maximilian Retreat in Marmora, Ontario. Performed gravel digging, lumber sorting and general labour.

# References

### Giuliana Raso Fred Dharamshi

Store General Manager, Loblaws Store Manager, Home Hardware

### Donald Wong

Head of Architecture & Strategy, Royal Bank of Canada

Founder, Maximilian Family Fund