**Education**

Thuy Le  
[duong.le2160@icloud.com](mailto:duong.le2160@icloud.com) | 07428668088 | London   
Adaptable and analytical individual transitioning to a data analyst role through a data science bootcamp. Combining a business background with a dynamic, sports-driven profile, I bring coding skills, a passion for continuous learning, and a commitment to contributing to a motivated team dedicated to building quality products and solutions.

**Data Science -** Developer Academy Bootcamp 2024

**University of Nottingham** – BSc Integrated Agricultural Business Management 2019 – 2022

Key Modules – Comp Model Science, Applied Bioethics, Management Consultancy

**Christ The King – Aquinas** – A levels 2016 – 2018  
Business – B EPQ (Behavioural Economics) – A Maths – C Economics – C

**Skills**

**Languages** – Python, SQL

**IT**: Word, Excel, PowerPoint

**Previous Employment**

**Receptionist/Reservation Team** – Stork in Mayfair Sep 2022 – Present

* Taking on the role of calls and reservations, handling and allocating seating arrangements and ensuring time allocations.
* Escorting VIPs the private route into the store
* Promoting 15% discount to local stores in the heart of Mayfair and Promoting Christmas and new year eve special services.

**PR / Events Coordinator - Crescent PR Agency** Feb 2023

* Attended online and offline meetings with the rest of the PR and event team prior to the events.
* Assisted the PR team with preparing for the show in the run up to the event
* Successfully greeted and assisted VIP attendees at a corporate event, providing exceptional customer service and ensuring their needs were met.

**London Fashion Week Volunteer - AADNEVIK** Feb 2023

* Meet and greet VIP attendees
* Managed the seating and queuing for a large-scale musical event, ensuring a smooth and efficient flow of attendees.
* Took a lead role in preparing the event space, ensuring that everything was in place and ready for the attendees (placing goody bags on chairs, etc)
* Backstage model dressing
* General runner tasks

**President & Founder - UON Vietnamese Society** Sep 2021 – Sep 2022

Key Achievement – Achieved Gold Star Society award within the first year of the society running.

* Keeping records of expenses accurate and up to date.
* Identifying key profile traits of committee members to benefit our society.
* Outreaching to sponsors who match the profile well and are aligned to Vietnamese cultural values.
* Suggesting and implementing innovative solutions to improve the operations of our committee for both the people in the committee and the members.

**Sales and Admin Intern – SKYINEYE LTD** Jun 2019 – Sep 2019

Key achievement: Led a small team overseeing enrolment for 144+ students, serving as a key contact for the university and international students. Efficiently interacted with clients to create optimal value, resulting in a 98% success rate for student enrolments.

* Managed and gained up to 100 clients, ensuring high customer satisfaction through interviews, English assistance, and guided support throughout the application process, surpassing set targets.
* Assisted Head Manager with administrative/PA tasks, demonstrating flexibility and adaptability by managing schedules, resolving conflicts, and taking over meetings to meet deadlines, showcasing enhanced multitasking skills.

**Volunteering and other experiences**

National Citizen Service programme (NCS): Successfully delivered my pitch to local MPs and worked in a team to fundraise over £150 for the Salvation Army.

Volunteering: Assisted in sales and collecting donations for Cancer Research.

Alter Server: Assisting the priest with the weekly mass sermon.

**Interests and Achievements**

Kings College Health Economics (KHE) award 2017

Published short story: Won a creative writing competition where my short story was published to “Grim Tales” 2016

Coventry Weightlifting society: Achieved the women’s record for my weight class for deadlifts