
KEY COMPETENCIES

- Mature attitude with high work ethics
- Confident attitude to productively contribute to the team work environment
- Excellent customer service skills
- Unique attention for details in data entry
- Confident ability to further develop my career and personal goals
- Good time management skills with the ability to prioritise daily workloads
- Flexible in working in a fast pace environment
- Ability to maintain composure in high stress situations

PROFESSIONAL EXPERIENCE

**August 2017 – Oct.
2017**

Junior Web Developer (Internship)
FLYONIT

Responsibilities

- Creating of websites based on the client's needs and ideas.
- Constant communication with clients with finalising their newsletter design through Active Demand.
- Reporting to the Team Developer to ensure the completed project has met the requirements of the client.
- Creating e-mail templates for OpenSource ERP and CRM Odoo 7

Achievements

- Able to efficiently communicate with clients to understand their needs.
- Completion of a website project ahead of schedule.
- Obtaining a 95% satisfaction rate from a client and from the Project Manager.
- An increased knowledge in the field of Web Development.
- Able to develop a WooCommerce plugin in WordPress
- Development of knowledge of operating systems used by the company.
- Knowledge of the ActiveDemand and Woo Commerce system.

**February 2016 –
Current**

Cashier/ Deli Sales Assistant
IGA

Responsibilities

- Providing a high level of customer service.
- Obtaining correct payment and ensuring cashier balances at the end of shift.
- Knowledge of products and locations within the store.
- Assisting customers at checkout.
- Following policies and procedures set by the company.
- Replenishing of stock and ensuring workplace is tidy and well organised.
- Compliance with OH&S regulations.
- Working as a team member with the ability to delegate tasks.

Achievements

- Developing skills in customer service.
- Cross training in different departments .
- Ability to remain composed when under pressure.

COMPUTER SKILLS

- **Programing language:** HTML, CSS, PHP, Java, Javascript.
- **Content Management System (CMS):** WordPress.
- **Database:** Access, Oracle, MySQL.
- **Platform:** Odoo, Active Demand
- **Software Package:** Microsoft Office, Photoshop, Movie Maker, Android Studio, Oracle Virtual Box.

EDUCATION – QUALIFICATION – TRAINING

2017	Diploma of Information Technology <i>(RMIT Melbourne)</i>
2014	Certifciate IV in Tertiary Preparation Science <i>(RMIT Melbourne)</i>
2012	Business Degree <i>(Vietnam)</i>
2010	Graduation Certificate <i>(Nguyen Thi Minh khai High School)</i>

REFEREES

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