

VO MINH ALEX PHAN

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Education

High School Diploma

Expected in 10/2025

St Andrew's Grammar - Dianella, WA

Professional Summary

Offering strong analytical and problem-solving skills with keen interest in administrative roles. Brings adaptability and quick learning ability to efficiently handle various tasks in academic setting. Ready to use and develop organizational and technical skills in marker role.

Skills

- FLUENT IN ENGLISH
- Problem-solving
- Customer service
- Team collaboration
- Time management
- Leadership qualities
- Organization and multitasking

Experience

Work Study Student

Vstyle – Vietnam

- Coordinated scheduling for events and workshops, enhancing participation through effective communication strategies.
- Provided customer service support, addressing inquiries and resolving issues to enhance user experience.
- Supported departmental projects by organizing materials and preparing presentations for team meetings.

Research Assistant

Student Project – Perth, WA

- Conducted literature reviews to support ongoing research projects.
- Analyzed data using statistical software for accurate results.

Languages

English



Native or Bilingual