

Minh Tran

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CAREER OBJECTIVE

Second-year Bachelor of Commerce student at an Australian university looking for part-time work in customer service, retail or hospitality. Friendly, hardworking and confident speaking with customers. Holds a student visa with work rights. Available for part-time shifts during semester and more hours during university breaks.

KEY SKILLS

- Customer service and communication
- Fluent English and Vietnamese
- Cash handling and POS systems
- Microsoft Excel and data entry
- Working in diverse teams
- Reliable and quick to learn
- Time management (study and work)
- Problem solving

EDUCATION

Bachelor of Commerce (in progress) 2025 – 2027

University example, Melbourne, VIC

Majoring in Accounting. Relevant subjects include Business Communication and Marketing.

Foundation Studies program 2024

University college example, Melbourne, VIC

WORK EXPERIENCE

Casual Café Assistant Jul 2025 – Present

XXXX Café, Carlton, VIC

- Take orders, handle payments and serve customers during busy lunch periods
- Keep tables, counters and the kitchen area clean and organised

Sales Assistant (part-time) 2022 – 2023

XXXX Electronics Store, Ho Chi Minh City, Vietnam

- Helped customers choose products and processed sales
- Exceeded personal monthly sales goals on a regular basis

VOLUNTEER EXPERIENCE

- Student ambassador at university open days, helping new students find their way

LANGUAGES

- English (fluent)
- Vietnamese (native)

REFEREES

Referees available on request.