

IVY LE

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OBJECTIVE

I am a young, confident, optimistic, and reliable woman with strong communication and collaborative skills. I am able to adapt quickly to new working environments and love new challenges. I am helpful to others and never give up easily. I am able to work under pressure in a fast-paced setting and always seek opportunities to grow and achieve my goals.

EDUCATION

Adelphi University Garden City, NY

Bachelor of Arts (B.A.)

Major: International Studies (GPA: 3.93)

Minor: Spanish

WORK EXPERIENCE

Language Department at Adelphi University Garden City, New York

Spanish Tutor February 2024-Present

- Assist students individually to help them improve their Spanish skills.
- Teaching oral and written Spanish Level I-IV.
- Providing suggestions for further learning.

International Services Office at Adelphi University Garden City, New York

Temporary Event Assistant October 2023-November 2023

- Planning, coordinating, and facilitating the events at International Services.
- Marketing and advertising for the events.
- Establish partnerships and co-sponsoring opportunities for events.

Veggie Box Ho Chi Minh City, Vietnam

Sales Associate June 2022-August 2023

- Responsible for managing the store's social media.
- Handling customer service requests.
- Responding to product inquiries.

Le Uyen Cosmetic Store Charity Event Tay Ninh Province, Vietnam

Teacher Assistant June 2021-August 2021

- Helping teachers to prepare for lessons to teach English to kids in impoverished villages.
- Ensuring that the kids understand the lessons and support the kids with help and guidance.
- Watching and keeping track of the progress that the kids made after studying.

VOLUNTEER EXPERIENCE

United Nations Headquarters (IVECA 2023 UN SDG Summit Follow-up Event) New York, NY

Volunteer staff November 2023

- Assisting and directing guests into seats before the environmental sustainability event in the conference room.
- Taking pictures and videos throughout the event with NGO partners.

Soup Kitchen Club at Saint Anthony's High School Huntington, NY

Volunteer August 2019-June 2020 / August 2021-June 2022

- Assisted in preparing meals for the poor.
- Baked cookies and brownies and cooked soup.

CO-CURRICULAR ACTIVITIES

Waldo Hall at Adelphi University Garden City, New York

Vice President October 2023- Present

- Plan and organize hall events and activities.
- Advocate for hall members about hall rules and events around campus.
- Make sure that everyone feels involved and connected to the hall community.

Levermore Global Scholars Program at Adelphi University Garden City, NY

Member October 2023- Present

- Participate in courses and seminars focusing on international studies, and cross-cultural communication.
- Attend weekly meetings to discuss global issues and community action projects.
- Attend international conferences and seminars about global issues and international topics.

Honors College Program at Adelphi University Garden City, NY

Member January 2024- Present

- Participate in interdisciplinary honors courses.
- Attend honors college program events and meetings to gain more skills and knowledge.
- Meet like-minded individuals and surrounding communities.

SKILLS

Technology: Word, PowerPoint, Google (Docs, Sheets)

Languages: English (Fluent), Vietnamese(Native Language), Spanish (B1 Level)

Professional: Strong communicator, customer service experience, efficient problem solver, content and email production, leadership experience, adaptability.