

Henry Lee

DATA ENTRY

OBJECTIVE

Managing Excel Spreadsheets on a wide range scale and digitizing company blueprints and physical data onto a database.

EXPERIENCE

DATA ENTRY, JARVIS PRODUCTS

February 2024 – PRESENT

FRONT DESK RECEPTIONIST, TJ NAILS

February 2023 – March 2023

Responsible for taking calls and scheduling appointments while also being the cashier on the side. I gained a lot of communication skills and understanding when it came to customer service and how to provide it.

SUMMER CAMP COUNSELOR, BERLIN ACTIVITES DEPOT

July 2021 – August 2021

Responsible for watching over children while guiding them during their activities. I gained some valuable skills while working here, both of which were leadership and communication skills among the staff and the children.

CONTACT

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ABOUT ME

I'm currently a Vinal Tech Student studying in the trade of I.T. I almost 4 years of technical experience in the trade and with over 5+ certificates. These certificates involve both hardware and software related programs. I'm also highly experience in coding revolving in both Front and Back-End Development.

EDUCATION

Vinal Technical Highschool, 2025
Information Technology

SKILLS

Full-Stack Developer

Visual & Graphic Designer

Software Troubleshooting

Microsoft Office Specialist

IT Support

Bilingual (English & Vietnamese)