

Sam Do

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Professional Profile

- Recent graduate with a Bachelor of Business Administration specializing in Energy Management.
- Awarded as an “Employee of the Month” for excellent work performance and leadership skills.
- Solid knowledge and training in Strategic Planning and Analytical Skills, Project Management, Energy Calculations, and Utility Rates.
- Accumulated over two years of customer service expertise, showcasing strong skills in problem-solving, communication, and client relationship management.
- Strong communication, excellent organization and leadership skills.
- Ability to multitask and meet emergent pressing timelines.
- Intermediate skills in Microsoft Office suite.

Formal Education and Special Training

Bachelor of Business Administration in Energy Management, Yorkville University, New Westminster, BC 2022

Key knowledge and skills:

- Calculated and analyzed energy consumption.
- Studied actual world energy initiatives across the world.
- Applied innovative ideas into practice to make this world a better place.

Experience Highlights - Course Project

Energy Strategy Capstone Project, Yorkville University, New Westminster, BC 2021

Led and collaborated with a project team of four students and conceptualized the different components of a real-world energy project. Applied inter-disciplinary knowledge including Strategic Planning and Analytical Skills, Business Case Development, Energy Calculations and Utility Rates, and Project Management to develop and implement Strategic Energy Management Plans for a Canadian energy management initiative.

- Motivated the team of four to complete the project on time.
- Generated and presented the project report with 100% accuracy and earned an 86% grade.

Work History and Accomplishments

Area Leader, McDonald’s, Surrey, BC April 2019 to Present

- Supervise the day-to-day operations as per the established policies and procedures and safety standards including mandatory daily Covid procedures.
- Manage the team of 12 staff by coordinating and scheduling the shift to ensure smooth operations.
- Coordinate with management; assist with scheduling, ordering, inventory, cost, and waste control.
- Train new staff in performing job duties and following the sanitation & safety procedures.
- Maintain records and prepare reports with accuracy.

Accomplishments:

- Awarded as the “Crew of the Month” for demonstrating leadership skills.
- Promoted as “Area Leader” for excellent work ethic, coordination, and communication skills.