

# Winston Duong

*Mechanical Engineer*

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Detail-oriented graduate engineer looking to kick start his career in a busy office environment . A flexible problem-solver, committed to excellence that drives office efficiency. Available for work immediately.

## Experience

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### **Mechanical Engineer + Administrator @ aKin Australia Aug 2022 - Nov 2023**

A reliable, flexible office all-rounder between engineering work:

- Implemented and maintained a new filing system for components and products, saving time, reducing mistakes and accelerating the ordering process.
- Orchestrated flights and accommodation on short notice for 12 people to attend a trade show.
- Performed ad-hoc office tasks such as ordering supplies, catering and furniture.
- Assisted the CEO and Program Director, in billing and reconciliation for annual audits.
- Liaised with key suppliers via phone and email, discussing quoting and delivery schedules.
- Run errands such as fetching orders, post, collecting receipts, printing and designing.
- Managed the billing, invoicing and communications with our parts/components suppliers.

### **Head Chef @ FLAVE Newtown Nov 2021 - Aug 2022**

Managerial a small team and cloud kitchen.

- Managed staff scheduling, balancing team availability with operational needs.
- Processed payroll and maintained accurate timekeeping records.
- Handled communication with multiple vendors ensuring quality and consistency in food supply.

## Education

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### **Bachelors of Mechanical Engineering Mar 2018 - Oct 2024 @ UNSW Kensington**

### **10 Week Intensive Communications Course Oct 2023 - Dec 2023 @ UNSW Business School**

## Software

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### *Office:*

Strong MS Word  
Strong MS Powerpoint  
Strong MS Excel  
Outlook/Email

### *Technical:*

SQL Database  
CAD (Solidworks)  
Python Programing

## Skills/Attributes

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Attention to detail  
Willingness to Learn  
Presentation Skills  
Fast Learner  
Can-do attitude  
Self-Motivated  
Proven Collaborator  
Strong Communicator

## Other

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Full Australian Citizen  
Class C Driver's Licence  
Fluent English