

Ngoc Le

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SKILLS

- SolidWorks
- PTC Creo
- GrabCAD
- Blueprint reading
- GD&T
- Stratasys 3D Print
- Set- up Milling
- 3D Printing
- 3D Modeling
- Microsoft Office
- PowerPoint
- Adobe Illustrator
- Adobe Photoshop
- Adobe Indesign
- Adobeflash
- DreamWeaver
- HTML/ CSS
- JQuery/ Javascript/ PHP

CERTIFICATION

- Metalworking Skills (NIMS) Certification
- Certified SolidWorks Associate (CSWA) Certification

EXPERIENCE

Lead Server | KimAnh Restaurant (Brooklyn Park)

DECEMBER, 2016 - PRESENT

- Train and assist other servers with any questions.
- Engaging customers and provide assistance as needed.
- Oversee all preparation of the workplace daily.

Web Operations Support Specialist | Wells Fargo Home Mortgage (Minneapolis)

AUGUST, 2015 - 2016

- Supporting internal and external clients by phone and email.
- Participate in team projects focused on process improvement.
- Perform testing, systems access, access data base, onboarding, reporting, data audits and basic trouble shoot problem.

Graphic Artist & Art Processor | BIC Graphic USA (Red Wing)

JULY, 2014 - 2015

- Setting up production ready files from customer supplied art/instructions.
- Creating product mockups to help customers visualize the products they are ordering.
- Proofing work that has been outsourced. Maintaining accurate file archives.
- Printing film to be used in screen-printing. Ensuring that all orders I see are accurate and print ready.
- Contributing to process improvement on new systems.
- Train other associates in a variety of tasks and develop the necessary tools to do so.
- Communicate with production to troubleshoot any printing issues.

Graphic Design Intern | Bobiam Young Artist (Hennepin)

MAY - JULY, 2014

- Vectoring, rebuilding and interpreting art work originally made by the youth artists.
- Building graphics and preparing images for the website.
- Delivering high quality work on-time.
- Preparing art for production (screen print and sublimation).
- Designing graphics for customers. Mocking up images on products for customer approval.

EDUCATION

- **Engineering Drafting & Design, AAS** | Dunwoody College of Technology (GPA 3.8)
2016 - MAY 2019
- **Web and Interactive Media, AAS** | Minneapolis Community Technical College
2010 - 2013
- **Graphic Design: Print Media, AAS** | Minneapolis Community Technical College
2010 - 2013