

KEVIN LEE

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PROFILE

- Over five years of experience serving in the Navy in Taiwan.
- Skilled in Military administration, Training of recruits, Weapons and Ammunition Management.
- Highly self-disciplined, punctual, strong execution ability and pressure working capacity.
- Trilingual in English, Mandarin and Taiwanese.

WORK EXPERIENCE

NDM RICE CAKE LTD. | Kitchen Assistant

Jan 2024 - May 2024

- Assisted in food preparation by preparing ingredients, and following recipes accurately.
- Ensured the timely and accurate delivery of food to the service area.
- Maintained cleanliness and organization of the kitchen, including washing dishes and sanitizing surfaces.
- Received and organized deliveries, ensuring that all items were stored correctly and promptly.
- Assisted with inventory management, including labelling food items.
- Helped with the training of new kitchen assistants, demonstrating proper techniques.

AT HOME RENOVATION LTD. | Roofing Helper

Jan 2023 - Dec 2023

- Assisted in the transportation and handling of roofing materials.
- Helped set up and clean the work area to ensure safety and efficiency.
- Supported roofing professionals in the installation, repair, and maintenance of roofs.
- Assisted in roofing tasks related to waterproofing, insulation, and sealing.
- Aided in measuring and cutting roofing materials when necessary to ensure proper installation.
- Followed instructions from the manager and completed other relevant tasks and duties as required.

R.O.C(Taiwan) Navy | Petty Officer Second Class

Jun 2016 - Oct 2021

- Oversaw assigned crew tasks, monitored progress and verified completion.
- Trained and supervised personnel in daily operations.
- Trained and managed recruits in tactical and combat warfare.
- Trained, coached and mentored military units to improve readiness and training.
- Prepared, planned for and coordinated the execution of support missions to aid deployed forces and individuals.
- Monitored equipment during testing, simulations and live-fire exercises to detect operator errors or system malfunctions.
- Assisted with equipment maintenance and repair.
- Completed daily reporting to inform supervisors of work completed or incidents.
- Identified areas for improvement and suggested measures to increase performance and productivity.
- Requisitioned, received and properly stored unit equipment and supplies.

EDUCATION

CORNERSTONE INTERNATIONAL COMMUNITY COLLEGE OF CANADA

Jan 2023 - Dec 2023

Web development Co-op Diploma