

ANDREW BUI

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OBJECTIVE:

Internship utilizing my prior work experience and personal qualities. Pursuing a degree and CPA in Business Accounting. My positive outlook contributes to making sure the work space runs both smoothly and efficiently.

EDUCATION:

San Jose State University, San Jose, CA | *Business Accounting* | 08/2023 - Present
Evergreen Valley College, San Jose, CA | Associates Degree | 09/2019 - 05/2021

RELEVANT COURSEWORK:

BUS-60, SPRING 2021, A | CIT-10, 2020 FALL, A | ACCTG-1B, SPRING 2020, A | BUS-82, SPRING 2020, A | ECON-10B, SPRING 2020, C | BUS-71, FALL 2019, B | ECON-10A, FALL 2019, B

SKILLS:

Management | Team collaboration | Leader | Resourceful | Hard Worker | Observant

EXPERIENCE:

Shift Leader, Poke House, August 2019 - Present

- ❖ Manage other Associates to ensure that the shift would run smoothly.
- ❖ Train new Associates for their overall quality and efficiency.
- ❖ Handling the preparations and shipments of food in the store.
- ❖ Ensuring that customers are satisfied with their orders and in store experience.

Volunteering, Most Holy Trinity Church, July 2015 - Present

- ❖ Developed and implemented activities.
- ❖ Improved operations by assisting with various entry-level tasks, saving valuable time for busy staff.
- ❖ Modeled social, behavioral and physical skills to promote development and improve classroom management.
- ❖ Communicated needs and issues to appropriate supervisors in a timely fashion.
- ❖ Monitored special group events and off-site field trips.

Kitchen Crew, San Jose State University, May 2017 - December 2017

- ❖ Removed trash and dropped food items regularly to keep work space neat and clean.
- ❖ Handled various food-oriented responsibilities, including chopping vegetables, cutting up fresh fruit and preparing.
- ❖ Cleaned and inspected food preparation areas for safe and sanitary food-handling practices.
- ❖ Packaged and stored food products appropriately to ensure proper handling and preservation.
- ❖ Maintained clean and sanitized work area in accordance with food safety guidelines, avoiding cross-contamination of raw and prepared food products.