

Austin Do

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EDUCATION

Foothill College

Associate Degree for Transfer, Business Administration

Los Altos, CA

Class of 2022

San Jose State University, School of Information Systems and Technology

Bachelor of Science in Business Administration: Management Information Systems

San Jose, CA

Class of 2024

PROFESSIONAL EXPERIENCE

Cha Cha Sushi

Server

San Jose, CA

August 2021 – September 2022

- Served 300+ customers per shift in a rapidly paced environment leading to an average revenue of \$9,000 per shift
- Awarded Model Employee in recognition of outstanding customer service that led to 25+ positive reviews over an operating quarter
- Performed cash audits for an average of \$2,500 and recorded credit payments of approximately \$6,500 in the restaurant sales book 4 times a week to maintain organization of cash and tips

Caviar for Companies

Food handler, Caterer

San Jose, CA

November 2018 – March 2020

- Served 500+ units of food per client to 2 clients per shift to foster customer relationships for an average revenue of \$20,000 a shift
- Implemented a system to record surplus recovered from catering operations by weighing all leftover product resulting in a reduction of client waste by 10%
- Designed an expedited onboarding process for 6 new hires to reduce training time from 4 weeks to 2 weeks to allow hastened entry into the workforce and reduce compensation allocated to only training by 50%

Math Enrichment

Teacher's Assistant

San Jose, CA

September 2017 – August 2018

- Created a weekly participation tally and rewards system to increase student involvement by 50%
- Organized tailored review plans through consultations for 60 students and their individual needs resulting in outstanding performance above their grade by 2 grade levels
- Served as class liaison for over 100 parents to ensure that students received personalized feedback and adequate resources both at home and in class resulting in an above average transparency and satisfaction rating

LEADERSHIP AND INVOLVEMENT

Evergreen Valley High School Associated Student Body

Director of Public Relations

San Jose, CA

January 2016 – June 2017

- Collaborated with 5 board members to develop academic and extracurricular programs based on 2000+ students' interests and school budgets for an outstanding satisfaction rating on school wide surveys
- Organized and contracted vendors for 12+ events to establish strong student involvement with 600+ students attending each event
- Utilized marketing strategy to increase revenue and member turnout to record numbers for the school's largest school wide event
- Moderated 30+ clubs to ensure conformity with school regulations and guidelines
- Budgeted over \$25,000 to produce higher quality events while preparing funds for next year's activities

SKILLS

Python, Database Development, Project Management, Microsoft Suite