

Andrew Wong

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WORK EXPERIENCE

Valdes Math Institute, 25 North 14th Street, Suite 670, 95112 — Teacher's Assistant

June 2017- July 2017

- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Oversaw groups of students at school and off-site locations, maintaining optimal safety and security.
- Reviewed lesson material with students individually/small groups.
- Worked with the lead teacher to monitor class schedules and take attendance.

Costco Wholesale, 1709 Automation Pkwy, 95101 — Front-end Assistant

November 2021- January 2022

- Addressing and following up on all customer queries.
- Ensuring that the register area is kept clean and organized
- Informed customers about all product lines and services offered by the company.

Pacific Motor Inn, 455 S Second Street, 95113 — Front Desk Receptionist

April 2022- July 2022

- Greeted guests and responded to guest inquiries, requests, issues in a timely, personable, and efficient manner to resolve guest concerns.
- Managed and created reservations, guest check-ins, and check-outs.
- Provided information about the hotel, nearby restaurants and attractions, available rooms, rates, and amenities.

EDUCATION

Piedmont Hills High School, 1377 Piedmont Rd, 95132 — High School Diploma

August 2015 - May 2019

De Anza College, 21250 Stevens Creek Blvd, 95014 — DA- AS Transfer Degree

September 2019 - June 2022

Attending De Anza College with a major in Business Administration

SKILLS

Team Oriented

Adaptable

Time Management

Efficient

Critical Thinking

Communication

LANGUAGES

English

Chinese (Cantonese)