

BENJAMIN LOK

WEBSITES, PORTFOLIOS, PROFILES

- https://www.canva.com/design/DAF1fO-0NRA/ytku-wc1odklF8a8bPDO3g/view?utm_content=DAF1fO-0NRA&utm_cam
- <https://www.canva.com/design/DAF1eFYwMdA/34uAJdhFTJIWMq38kmuVVg/view?mode=prototype>

EDUCATION

San Jose State University, San Jose, CA

Bachelor of Science, Business Administration And Management, Expected in 06/2025

- Relevant Coursework: BUS Sys Analysis and Design: Created and designed a POS House management and food delivery systems to increase operational efficiency of a restaurant which would yield higher profits, drive higher customer base, and enhance customer experience.

PROFESSIONAL SUMMARY

Organized, detail oriented, and dependable candidate with ability to manage multiple priorities while meeting deadlines. Strong written and verbal communication skills and can adapt to different environments quickly. Perform online research for class projects. Gaming enthusiast and built own gaming PC using Corsair products like case, memory, keyboard, and mouse.

SKILLS

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|----------------------------|--------------------------------------|---|
| • Customer Service Focused | • Positive Attitude | • Team Player |
| • Safe Food Handling | • Quick Learner | • Safe Food Handling Guest Engagement |
| • Food Delivery | • Proficient in using Canva Platform | • Experience with Microsoft Product Suite |

WORK HISTORY

SERVER 06/2021 to 08/2021

Osumo Poke, Union City, CA

- Served food and beverages promptly with focused attention to customer needs.
- Worked with POS system to place orders, manage bills, and handle complimentary items.
- Cultivated warm relationships with regular customers.
- Maintained clean and organized dining areas to uphold restaurant hygiene standards.

ASSISTANT 06/2017 to 08/2017

Action CPA Group Bookkeeping & Tax Service, Milpitas, CA

- Entered data into bookkeeping software and customer spreadsheets
- Developed and maintained filing systems to facilitate easy access to information.
- Organized resources, records and personnel to accomplish aggressive targets.