




# CADEN CHEW

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## CONTACT

 415-730-6542  
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 1315 Alvarado Ave  
Burlingame, California 94010

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## SKILLS

Policy Compliant  
Detail Oriented  
Quick Learner  
Personable  
Team Player  
Cash Handling  
Leadership

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## EDUCATION

In Progress

### San Jose State University

2023- Present

Major: Management Information Systems

High School Diploma

### Mills High School

2019-2023

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## TECHNICAL SKILLS

Google Sheets  
Amazon Seller Central  
Shopify  
ReadyCloud  
XoroONE  
TikTok Shop

## PROFILE

Management Information Systems student seeking a summer internship in IT or operations. Strong background in system accuracy, inventory data management, fraud prevention, and operational workflows. Experienced working with cross-functional teams in fast-paced environments and supporting technology-driven business processes.

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## WORK EXPERIENCE

### E-Commerce Operations and Returns Specialist

Footprint USA - South San Francisco

October 2024- January 2026

- Proficiently managed returns and order workflows across XoroONE, Shopify, Readycloud, TikTok Shop, and Amazon Seller Central
- Trained and supervised 3+ employees on return processing procedures and served as the primary point of contact for return-related questions
- Carefully inspected returned footwear and apparel from multiple brands with a high level of attention to detail
- Trusted with handling sensitive refund decisions and reporting directly impacting company revenue
- Filed detailed reports and applied restocking fees for fraudulent returns, helping prevent financial losses
- Played a key role in fraud prevention and loss reduction by identifying counterfeit returns and enforcing company policies

### Summer Camp Middle Management Staff Member

CampToons Community Summer Daycamp - Millbrae, CA

2023 Summer

- Managed budget and handled money weekly
- Oversaw an a group of 17 second graders being responsible for their safety
- Interacted with parents to coordinate information and notifications via emails and in-person
- Instructed and led a group of other staff members and trained them how to plan/lead events and activities
- Planned daily lessons and activities throughout the summer
- Problem-solved with directors of certain issues that may have occurred.

### Summer Camp Counselor

CampToons Community Summer Daycamp - Millbrae, CA

2018-2022 Summer

- Served the ministry every summer for 5 consecutive years as a counselor
- Supervised kids of all ages, teaching them lessons to build character
- Executed directions from head directors and leaders to coordinate activities and plans
- Handled any injuries or incidents that occurred throughout the day

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References Available Upon Request