
Esmond Yu

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SKILLS

Bilingual - Full English and Cantonese fluency

Project Management

Microsoft Excel

Communication

Data Analysis

Python

EXPERIENCE

Kai Ming Head Start - *Administrative Intern*

March 2024 - August 2024

- Paperwork, filing, data entry, admin tasks, social media
- Cross-functional departments including HR, Fiscal, STEP
- Executed detail-oriented data entry and physical filing for cross-functional teams
- Collaborated with Executive Director to brainstorm optimal storytelling on social channels
- Streamlined compilation of onboarding materials for Kai Ming and subsidiary ECE STEP
- Strengthened administrative support of 120+ substitute teachers through ECE STEP

Yank Sing - *Server/Busser*

December 2022 - March 2024

- Served 800+ customers during peak hours, leading to high customer satisfaction on Yelp
- Cleaned and set up tables at a fast pace for the next customers
- Working in fast environment
- Lifting boxes and bins weighing 50+ lbs
- Provided high level customer service
- Handled customer complaints and feedback

EDUCATION

Abraham Lincoln High School, San Francisco, CA

August 2018 - June 2022

San Jose State University, CA

Management Information Systems

3.6 GPA