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Summary of Qualifications

- Exceptional skills in software tools, Microsoft Excel/Microsoft Office
- Strong customer service experience, communication skills, and fluent in English and Cantonese
- Punctual and strong business sense through experience
- Excellent academic standing and work experience

Education

B.S. in Business Administration (Finance), San Jose State University, San Jose, CA, expected graduation May 2024

Program Coursework

- 43 units of core business courses, including Business Fundamental Courses, Business Integration and Perspective Courses, and Lower Division Courses like Business Statistics and Managerial and Financial Accounting
- 27 units of Core Lower Division General Education, 3 units of Upper Division General Education

Special Projects

- “How to get through Pandemic” In 2021 I attended a virtual event where they provide information to small business owners to give insight on how to stay afloat during the pandemic.

Work and Volunteer Experience

Cashier/Server, Asian Wok, Hayward, CA, 2012-present. Assist parents in the restaurant business with serving customers, handling money, organizing paperwork, and developing a menu that targets the customer base. Business has become sustainable and successful over the decade as well as through the pandemic. Achieved an average improvement of sales by 25% through 5 years.

Barista/Server, Perry’s, SFO, San Francisco, CA, 2018-2020. Developed cooking skills as well as assisted in making drinks. Anything from stocking food to cooking as well occasionally assisting at the bar.

Accounting Internship, Oakland CA, 2019: Assisted in auditing and developed organizational tools to succeed academically as well as in a workplace setting. Oversaw paperwork and obtain skills to make auditing simplified.

Professional Engagement

- Completed financial papers, helped arrange paperwork for a family restaurant.

Awards

- Dean’s List: 2021
- AST in Business Administration