

Linh (Peter) Dang

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Career Objective

Dedicated and motivated associate with experience in communication and strong desire to represent the brand of a company to incoming customers.

Education

San Jose State University, San Jose, CA

Anticipated June 2023

Business Administration, General Business

Relevant Coursework: Public Speaking, Principles of Economy, Introductory Psychology, Fundamentals of Finance, Global Dimensions of Business, Consumer Behavior

Work Experience

Extended Day Child Care

Dublin, CA

Teacher Qualified

June 2019 - Present

- Provides students, employees, and parents effective service and communication - ensure minimal wait times
- Educates families on the business - expresses my knowledge to learn about the company and ability to convey to customers
- Teaches lessons to students - ability to learn about new topics and explain the topic to others within days
- Organizes files for director - dependable with important documents and able to find documents when needed

Track & Field Coordinator

Dublin, CA

Meet Coordinator Assistant

2017 - 2018

- Explained outline of meet to athletes - retain information from meet coordinator and communicate message with athletes
- Assisted in setting up meet - aware of guidelines of the meet and helped athletes when they were in need
- Communicated with parents with any questions - capable of answering all questions regarding the meet

Key Skills

Customer Service

Dependability

Leadership

Active Communicator

Positive Attitude

Adaptability

Work Knowledge

Critical Thinking

Strong Representation