

Rada Hanamonset (Jasmine)

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Profile

A third year Business Administration, Management Information System Concentration at San Jose State University. Experienced with strong customer service that develops communication and problem-solving skills. Familiarity in software like Microsoft Word and Excel.

Experience

June 2021 - September 2023

Kumon of Morgan Hill and Gilroy - Tutor and Grader

- Tutor kids ages 2-18 years old in Math and Reading subjects.
- Provide support and guidance to students.
- Keep track of student's progress and motivate students.
- Collaborate with other teachers and parents to ensure student success.

May 2022 - August 2023

Golden Triangle Thai Cuisine - Restaurant Waitress

- Provide excellent customer service, recommend menu items and answer customer questions.
- Collaborate with other staff members to ensure efficient service.
- Respond to customer complaints and resolve issues.

October 2023 - Present

Parc at Pruneyard - Leasing Consultant

- Conducting property tours, highlighting features, and answering questions
- Preparing and managing leasing document and agreements
- Ensuring accuracy in lease documents, tenant records, and property management tasks
- Resolving tenant issues and potential disputes

Education

August 2022 - Present

San Jose State University

Third year in Business Administration concentrating in Management Information System.

Skills & Abilities

- Customer service
- Communication skills
- Problem solving skills
- Bilingual (Thai/English)
- Microsoft Word
- Microsoft Excel
- CRM systems