

Sophie Cao
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SKILLS

- Order Preparation and Processing
- Customer Transaction
- Critical Thinking

EDUCATION

San Jose State University | Management Information Systems, Expected in 12/2026

WORK EXPERIENCE

Florist Assistant

Urban Flora - Flower Boutique

San Jose, CA

February 2021 - October 2023

- Transported and set up floral arrangements for large-scale functions (weddings, funerals, and banquets).
- Collaborated closely with customers to create unique designs for bouquets, wreaths, and gifts.
- Skilled at working independently and collaboratively in a team environment.
- Worked effectively in fast-paced environments.
- Demonstrated respect, friendliness and willingness to help wherever needed.

CERTIFICATIONS

Food Handlers Card

LANGUAGES

Vietnamese - Bilingual

VOLUNTEER EXPERIENCE

Medical Mission Volunteer

SAP-VN (Social Assistance Program for Vietnam).

Dong Giang, QUANG NAM

July 2025

- Maintained and followed standard safety, environmental and infection control policies and procedures.
- Worked collaboratively with other volunteers in order to maximize efficiency within team environment.
- Set up and monitored invasive equipment and devices.