

# Sydney Wu

San Jose, CA

(781) 686-2632 | w.syd1678@gmail.com

## OBJECTIVE

Seeking a job or career within

## EDUCATION

**B.S., Business Administration, Management Information Systems**

May 2025

San Jose State University, San Jose, CA, GPA

Relevant Coursework: Fundamentals of Finance, Financial Accounting, Computer Tools for Business, Investment Analysis, Business Systems, Organizational Management

## PROJECT EXPERIENCE

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## EXPERIENCE

**Front of House/Cashier/Hostess, Mai Place, Canton, MA**

October 2020 - August 2023

- Worked as a front/cashier in a fast-paced restaurant taking call-in orders, handling customers' questions
- In-person order-taking, customer servicing, and payments
- Assist both front and back of the restaurant including bussing tables, dishwasher, and deliveries as needed
- Support end-of-night closing procedures including staff payouts, drawers' matches, and credit card batching
- Employed during holidays and breaks in the school years

**Front of House/Cashier/Hostess, Mai Pearl, Foxborough, MA**

October 2018 - August 2020

- Worked as a front/cashier in a fast-paced restaurant taking walk-in orders, handling customers' questions and payments
- Additional help throughout the restaurant when needed
- Restocking of necessary supplies for the next day noting inventory needed to be ordered
- Employed during holidays and breaks in the school years

**Community Desk Assistant, SJSU University Housing Services, San Jose, CA**

August 2022 - May 2023

- Answered general questions by residents and/or guest
- Conduct Lockout Support
- Actively monitor persons entering/exiting the residential community
- Check building stickers to verify students' residence in the building
- Conduct guest check-in/out
- Equipment Checkout
- Attend all required CDA training(s) as needed, as well as engage in these events and other staff development activities
- Maintain general cleanliness and organization of the desk and storage areas
- Complete other projects and administrative duties as assigned

## VOLUNTEER

**Family Lead, SJSU VSA, San Jose, CA**

August 2023 - May 2024

- Led and arranged 15+ social events for a group of 30+ college students (Each family has 300+ members)
- Partnered with 17 other Ace Leads and implemented new ways and ideas to run the ACE Program (6-week program)
- Analyzed 300+ applications and interviewed 30+ members in order to create 100+ pairings within ACE program

## SKILLS

**Technical Skills:** Proficient understanding of Python, Java

**Languages:** Fluent in English and basic understanding of Cantonese