

Zachary Wong

Student

Contact

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Education

Los Rios Community
College District
Business Admin ADT

San Jose State University
San Jose, CA
Business Administration
GPA:3.6

Certifications

Microsoft Office Specialist
Excel 2019 & Excel 365
Word 2016

Key Skills

Adaptable
Communicative
People oriented
Strong writing skills
Creative

Objective

I'm a student looking to gain further work experience, diversify my skill set, and grow my resume. I am motivated and adaptable and take the initiative to provide the best job I can. I'm people oriented and enjoy communicating with and helping those around me.

Experience

May 1, 2020 – July 30, 2021

Student assistant • Sacramento, CA • California Department of Justice (DOJ)

December 12, 2018 – April 30, 2020

Youth Aid • Sacramento, CA • California Department of Justice

October 2020 – August 2021, December 2021 - January 2022

Seasonal Delivery Driver • Sacramento, CA • Edwards Medical Systems

March 2019 – August 2021, December 2021 - January 2022

Seasonal groundskeeper • Sacramento, CA • Edwards Medical Systems

Communication

- As a student assistant with the DOJ, I had to communicate in several styles with trainees, peers, and superiors simultaneously.
- I am comfortable in public speaking roles both with and without a script

Leadership

- Most experience student assistant in my section at the DOJ and was relied upon by my supervisor to coordinate our team of 4 students.
- Trained multiple students assistants and program technicians at the DOJ in a variety of tasks

References

Chio Saetern • Supervising Program Technician III DOJ • (916)210-4020

John Harris • Supervising Program Technician III DOJ • (916)210-4272

Jannie Chow • Owner/operator Edwards Medical Systems • (916)446-4500