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Work/Volunteer Experience

The Melt

Assistant Catering Specialist Jan '15 – Present

- › Coordinating food preparation and non-food items in a safe and timely manner
- › Ensuring client requests are accurately fulfilled
- › Inspecting for quality and presentation
- › Assisting Senior Catering Specialist with invoices and planning future orders

Crew Member

May '14 – Present

- › Operating cash register and interacting with guests in a polite and friendly manner
- › Following all cash management policies
- › Preparing food items according to company and health standards
- › Maintaining store cleanliness and safety
- › Working with a team of 3-8 crew members

Anime Society of Antioch High

Graphic Design Volunteer Aug '10 – Nov '13

- › Designing and maintaining main website
- › Setting up and maintaining email account and social media presence
- › Designing flyers to promote event
- › Designing program guide for event

Public Relations Volunteer

Aug '09 – Jun '12

- › Supervising group of 4-6 team members
- › Managing money flow for event (Counting, sorting, protecting, etc.)
- › Registering hundreds of attendees for admission to annual event
- › Answering any attendee questions both online prior to event and in person at event

Education

Academy of Art University Sep '12 – Present

Web Design and New Media – BFA

GPA: 3.4

Antioch High School Aug '08 – Jun '12

Graduated with Honors

GPA: 4.2

Skills/Attributes

- › Visual Design – Branding, logos, layout, print
- › Web Design – HTML, CSS, SCSS (Sass), JavaScript, jQuery, Wordpress theming
- › Adobe CC – InDesign, Illustrator, Photoshop
- › Positive Thinking – Approaches every situation with a positive attitude, even on bad days
- › Quick Learning – Picks up new skills easily
- › Empathy – Understands and identifies with others easily
- › Problem Solving – Identifies problems and works with team members to find solutions

Organizations

AAU Anime Club

Oct '13 – May '15

President, Founding Member

- › Designing flyers and other promotional materials
- › Moderating weekly discussions on various topics related to Japanese culture
- › Supervising and directing ongoing interdepartmental collaborative project

Sigma Delta Sorority

Sep '12 – May '15

Secretary, Executive Board Member

- › Keeping track of member attendance
- › Taking detailed notes of meetings
- › Planning and participating in philanthropy and community service
- › Coordinating social and fundraising events
- › Fostering personal growth in fellow members

Awards

Happiness Hero

May '15

The Melt

Student of Excellence Award

Jun '12

Contra Costa County Office of Education

Award for Aspirations in Computing

Dec '10

NCWIT – Bay Area Affiliate