**ADRIAN ZHU CHOU**

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**SUMMARY**

As a recent college graduate with a degree in Cognitive Science with a Specialization in Design and Interaction, I possess solid foundation in web development and design principles. Proficient in HTML, CSS, and JavaScript, I am eager to apply my fresh knowledge and creativity to contribute to dynamic web projects and bring a fresh perspective to your team.

**SKILLS**

* Native in Spanish, Fluent in English, Fluent in Mandarin, Python, Java, JavaScript, HTML, CSS

**EDUCATION**

**UNIVERSITY OF CALIFORNIA SAN DIEGO**

**Bachelor of Science, Cognitive Science with a Specialization in Design and Interaction** Expected June 2024

* GPA: 3.50

**EXPERIENCE**

**CLUB MED, UCSD**

**Student Lead January/2023 – Present**

* Led and mentored a team of student workers, providing comprehensive training to ensure a seamless dining experience for customers.
* Provided excellent customer service, welcoming guests, assisting with food choices, and addressing inquiries or concerns.
* Efficiently handled food preparation, cashier duties, dishwashing and cleaning during peak hours.
* Accurately processed payments and operated the cash register.
* Collaborated with colleagues to ensure smooth daily operations, including coordinating food orders.
* Actively maintained dining area cleanliness by clearing tables, cleaning dishes, and performing routine tasks.

**ACCENTER**

**Secretary’s Assistant June/2018 - August/2018**

* Efficiently organized and maintained digital and physical records, ensuring easy retrieval and reference.
* Acted as a communication link between the secretary and various employees, ensuring smooth information flow.
* Assisted in day-to-day office operations, such as preparing reports, drafting emails, and maintaining office supplies.

**Cashier June/2017 - August/2017**

* Accurately processed customer payments, including cash, cards, and checks, while maintaining a balanced cash register.
* Provided courteous and efficient service to customers, handling inquiries and resolving payment-related issues.
* Assisted in inventory tracking and restocking items to ensure product availability.

**LA FAVORITA**

**Cashier June/2015 - August/2015**

* Ensured orders and bills were correct, resolving any discrepancies promptly to maintain customer satisfaction.
* Handled bill splitting for large groups, guaranteeing each customer’s order was correctly accounted for.
* Maintained precise cash handling procedures, reconciling cash register at the end of shifts without discrepancies.