

Austin Zhang

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Address: 83-30 Vietor Ave, Elmhurst, NY 11373

Education

Ithaca College - Junior
953 Danby Rd, Ithaca, NY 14850

Major - Environmental Studies
Minor - Graphic Design

Organizations

Clubs

Asian American Association, Running Club, Fencing Club

Positions

Community Council: Residence Hall Secretary
Red Cross: Volunteer

Skills

- Speaks fluent English and Chinese (Mandarin)
- Superior computer skills, and confidence with Microsoft Word, and Excel.
- Excellent written, verbal communication, and digital skills
- Able to use Dropbox, email, Internet, and printers
- Proficiency with web communications
- Ability to project professionalism over the phone and in person
- Thrive in team environments with willingness to take direction and work independently.

Special Programs Attending or Completed

South Hill Forest Products

Year of

2020

- Assisted in selling and marketing of food products such as honey and syrup
- Worked on advertisements and helped manage transactions of the products
- Gained hands on experience in carving, weaving, beekeeping, syrup making.
- Assisted in facility maintenance and product quality control

Experience

Burger King

Summer and Winter of

2019

- Greeted guests with a smile, receives orders, process payments, and responds appropriately to customer issues
- Maintained health and safety standards in work areas as well as preparing and packaging food and drink products

- Unloaded and took stock of inventory items that are around 20-40 pounds when needed

Sudexo Kitchen Assistant

Year of

2018

Worked multiple roles depending on what was needed during that shift

- Cashier: Operating an electronic cash register and credit cards to swipe in students
- Kitchen Assistant: Operating many kitchen appliances to create the necessary ingredients
- Janitor: Cleaned tables, refilled napkin containers, mopped the floor

Hodori After-school Program

Year of

2017

- Teacher assistant that worked closely with middle school students.
- Handed out snacks and prevented noise volume from getting too high.
- Assisted middle schoolers with homework of all subjects.

Hibachi Grill Buffet

Summer

2013/2014/2015

- Worked as a front desk cashier who dealt with takeouts and dine-ins.
- Gained experience with handling money and how to use an electronic cash register.
- Also seated customers and provided drinks when it's very busy.

Volunteer Work

Red Cross

Year of 2020

- Assisted in organizing, planning, and setting up blood drives as well as information sessions.
- While in blood drives by taking care of donors, handing out flyers, and assisting in filling out their questionnaire.