

PETER KEO

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<http://peterkeo.github.io/website>

OBJECTIVE

To obtain a career within the fields of business management or financial services

EDUCATION

BS in finance with a strong background in business management **May 2017**
Azusa Pacific University, Azusa, Ca

WORK EXPERIENCE

Intern, Eden **May 2017 - July 2017**
Shanghai, CN

- Researched and implemented an advocate program to increase sales

Tutor, Oxford Tutoring Center **January 2016 - June 2017**
Riverside, CA

- Worked with students of all ages with the goal of improving their grade in school and honing their skills

Server, Cougar's Den **January 2013 - May 2015**
Azusa Pacific University, Azusa, CA

- Recorded transactions of every student and staff by actively listening to orders
- Attended to the cleanliness of the restaurant through organizing inventory and ensuring the availability of resources

Worker, Donut Tyme **January 2005 - Present**
Riverside, CA

- Worked with family in handling daily business operations

LEADERSHIP ROLES

Young Life **January 2013 - Present**

- Provided mentorship to younger individuals and lead them in weekly meetings
- Met with a team of other leaders on a weekly basis to plan and coordinate the yearly curriculum

Mexico Outreach **November 2016**

- Led a team of college students to perform charity work in Mexico

SPECIAL SKILLS

- Basic knowledge of web development languages: HTML and CSS
- Expert use of Microsoft Word, Powerpoint, and Excel
- An understanding of how a small business operates

ACTIVITIES AND INTERESTS

Computers, ultimate Frisbee, volleyball, cooking, drawing, parkour, freerunning, and video games.