

PETER KEO

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OBJECTIVE

To obtain business operations experience within a global setting between the dates of May 22nd and June 30th.

EDUCATION

Finance major with a strong background in accounting
Azusa Pacific University, Azusa, Ca

Expected: May 2017

WORK EXPERIENCE

Tutor, Oxford Tutoring Center
Riverside, CA

January 2016 - Present

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

Server, Cougar's Den
Azusa Pacific University, Azusa, CA

January 2013 - May 2015

- 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
Riverside, CA

January 2005 - Present

- Worked with my 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

- Lead a team of individuals to perform charity work in Mexico

SPECIAL SKILLS

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

ACTIVITIES AND INTERESTS

Computers, ultimate Frisbee, volleyball, cooking, drawing, parkour, and freerunning